



**Position Title | Neighborhood Planner/Land Trust Manager (Full Time or Negotiated)**

**Culture |** NeighborWorks Lincoln (NWL) is the City's preeminent facilitator of affordable housing, revitalizing neighborhoods and supporting homeownership to keep Lincoln a safe and prosperous community. Since 1986, the community housing development organization (CHDO) has engaged neighborhoods holistically through education, engagement, and real estate development services. A staff of ten full- and part-time professionals coalesce to create a meaningful and mission-driven environment featuring a high level of autonomy for each of the program areas. Staff function independently, but within a team environment that promotes frequent and strategic collaboration that enriches the work and improves outcomes for residents and neighborhoods, alike. NWL is an affiliate of NeighborWorks America.

**Work Plan |** The Neighborhood Planner/Land Trust Manager will have three primary charges:

1. Leverage professional outlook and skillset for the benefit of Lincoln's neighborhoods, to ensure that residents and stakeholders can effectively envision, organize, and advocate for their future;
  2. Utilize spatial analysis and graphic visualization to help NWL personnel and partners better understand market and socioeconomic dynamics in order to improve organizational strategy and decision making;
  3. Spearhead due diligence and business planning necessary to explore the creation of a community land trust hosted by NeighborWorks Lincoln and manage the entity, should it come into being.
- Administrative and development support are included in the work plan of each staff member.

**Additional Responsibilities**

- Work with resident leaders and stakeholders on neighborhood SWOT analysis (or sim) that leads to the creation of neighborhood and target area visions and implementation strategies;
- Develop dashboard(s) of relevant neighborhood metrics and track;
- Liaise with City staff and institutional partners to ensure awareness of important initiatives;
- Assist with resident leadership curriculum and identify/recruit leaders to help steer the organization;
- Collaborate with staff, board leadership, and partners to assemble data, establish analytical approach;
- Produce episodic and one-off analyses that increase strategic dialogue and decision-making;
- Utilize spatial analysis to more efficiently target land acquisition and real estate development projects;
- Assist in the organizational exploration of a community land trust (CLT);
- If/when implemented, collaborate with NWL leadership and an appointed board to manage the CLT.
- Work with the Resource Development Specialist to identify and pursue partnerships and funding opportunities;
- Regularly participate in dialogue about the mission, vision, and direction of programs and organization.

NOTE: The work plan is flexible and can be adjusted to leverage the strengths and interests of the candidate.

**Knowledge/Skills |** Master's degree in architecture, urban design, planning, real estate, or related field. Professional certification is not required. Ideal candidate is a technologically sophisticated "Planner II" with passion for community work and previous experience in planning, resident engagement, and/or spatial analysis. Refined communication skills (oral, written, and graphic) and advanced software capabilities in GIS (ArcMap, ArcGIS Community Analyst, etc.), Adobe Creative Suite, and Microsoft Office Suite are critical. Familiarity with public planning and engagement



pedagogies (strengths-based, appreciative inquiry, systems thinking, etc.) is a plus, but not required. Successful candidates will be detail-oriented professionals that are self-driven and independent, but enjoy a collaborative, mission-focused environment. Evening and weekend meetings are infrequent, but sometimes necessary.

**Compensation** | \$44,000 to \$52,000 based on education level, skillset, and relevant experience. Candidates engaged in independent consulting/moonlighting are encouraged to apply and raise the possibility of how the work plan might be structured to allow that work to continue.

**Benefits** | Progressive workplace with paid vacation and sick leave, paid holidays, flexible schedules, professional development support, health insurance (medical/dental/vision), term life insurance, savings plans (HSA, 401K), and mileage reimbursement, depending on full- or part-time status.

**Affirmative Hiring Process** | NWL practices Equal Opportunity in Housing and does not discriminate based on race, color, religion, sex, familial status, national origin, or disability, and works to affirmatively further Fair Housing (42 U.S.C. §§ 3601-19). NWL affirms its commitment to promoting equity, diversity, and inclusion in all facets of our work and is committed to proactively seeking out and giving candidates of all races, creeds, and backgrounds full consideration.

**Apply** | Email the following materials to Marti Lee, NWL Operating Officer, at [marti.lee@nwlincoln.org](mailto:marti.lee@nwlincoln.org). A confirmation of receipt will be provided.

- Cover letter that explains your interest in the position and relevant experience;
- Resume or Curriculum Vitae;
- 3-5 professional references (with contact information).

Candidate materials will be reviewed starting November 2, 2020 with a negotiable start date of December 15, 2020. Additional applications will be accepted until the hire is made or post taken down. Incomplete or illegible materials may be rejected.