



houston landbank

Director of Operations

Location: Houston, TX

Type: Full-time/Exempt

Salary: \$100K- \$120K

Benefits: A benefits package is included with this position

The Houston Land Bank (HLB) is seeking a dynamic and results-oriented Director of Operations to lead our internal community development initiatives and oversee the strategic implementation of our projects. This role is crucial in shaping the organization's direction and ensuring the successful execution of our mission to revitalize Houston's neighborhoods.

About the Houston Land Bank:

Houston Land Bank (HLB) is dedicated to acquiring vacant, tax-forfeited, and other deteriorated properties in the City of Houston and facilitating their redevelopment into productive uses. Established in 2000 as the Land Assemblage and Redevelopment Authority (LARA), HLB was rebranded in 2018 to serve as an innovative land bank for Houston. HLB plays a pivotal role in neighborhood revitalization, supporting homeownership, and community-based strategies, while also contributing to Hurricane Harvey recovery efforts. Our Board of Directors includes representatives from the City of Houston, Harris County, and the Houston Independent School District.

Key Responsibilities:

Strategic Leadership:

- Collaborate with the CEO and Board of Directors to develop and execute HLB's strategic initiatives, impact and execution of projects, programs, and long-term goals for continued growth.
- Provide visionary leadership to operational and project teams, ensuring alignment with the organization's mission, data metrics, and strategic objectives.

Operational Excellence:

- Oversee and optimize daily operations, including property acquisition, development, reoccurring board meetings, and community engagement activities.
- Implement streamlined processes and workflows to enhance efficiency and ensure the effective execution of strategic development projects and programming.
- Ensure compliance with relevant policies, operational regulations, and best practices in project management and community development.

Program Development and Project Management:

P.O. Box 2549, Houston, Texas 77252
281.655.4600

houstonlandbank.org

- Lead the development, management, and evaluation of community development initiatives and programs.
- Create and enforce Standard Operating Procedures (SOPs) to ensure consistency, efficiency, and quality in program execution.
- Monitor project progress and assess the impact of initiatives to ensure alignment with organizational goals and community needs.

Team Leadership:

- Provide strong leadership to department heads and HLB staff, fostering a culture of accountability, innovation, and collaboration.
- Develop and implement policies that reflect HLB's values and vision, ensuring all operations align with our mission.
- Drive the successful completion of strategic initiatives on time and within budget, while continuously improving service delivery and community impact.

Minimum Qualifications:

- Bachelor's degree in Business Administration, Public Administration, Real Estate Development, or a related field (Master's degree preferred).
- A proven track record of at least 10 years in a senior leadership role, with experience in operations management, project management, real estate development, or community development.
- Strong strategic thinking, problem-solving, and decision-making skills.
- Excellent interpersonal and communication abilities, with the capability to build and maintain collaborative relationships with diverse stakeholders.
- In-depth knowledge of housing and urban development policies, regulations, and best practices.
- A strong commitment to HLB's mission and values.

Submission Information:

This role offers an exciting opportunity for a seasoned leader who is passionate about community development and ready to make a significant impact on Houston's neighborhoods. If you are interested in leading transformative projects and working with a dedicated team, we encourage you to apply via Indeed by September 27, 2024.

