

# Philadelphia Housing Development Corporation

Philadelphia, PA

## Director of Land Development

### SUMMARY

The Director of Land Development will report to the Land Bank Board through the Board Chair or his/her designee, and will serve as the Executive Director of the Philadelphia Land Bank. He/she will oversee the strategic redevelopment of publicly owned<sup>1</sup> surplus vacant land and structures within the City of Philadelphia. This work will primarily include the strategic assessment of reuse of these properties, the planning and financial analysis to determine feasibility of redevelopment proposals and the acquisition of property through the tax foreclosures processes as allowed by the Philadelphia Land Bank enabling legislation and other acquisition mechanisms. The Director will be responsible for implementing the Philadelphia Land Bank Strategic Plan and ensuring land dispositions align to the Land Disposition Policies.

The Director will be responsible for managing internal and external relationships, staff, procedures and processes, budgetary responsibilities and consulting services associated with land development activities.

### PRIMARY DUTIES

- Collaborate with the Land Bank Board, Philadelphia City Planning Commission, Philadelphia City Council, Vacant Property Review Committee, Philadelphia Redevelopment Authority and other public land-holding entities, including the Philadelphia Housing Authority, to assess and coordinate plans for appropriate redevelopment strategies.
- Serve as the principal liaison with the land holding entities boards and established committees on surplus property decisions, providing timely, regular and accurate information necessary for the Boards to make informed land decisions.
- Ensure the proper function of the Land Bank Board and establishment of governance procedures and policies.
- Develop operational policies, procedures and programs to guide effective land redevelopment operations.
- Assess various factors such as property value, economic trends, neighborhood amenities, existing land uses and zoning ordinances when assessing land acquisition opportunities and redevelopment projects.
- Promote and package the sale of publicly available land through the oversight of competitive bidding processes, directed sales for community benefits, sales to homeowners for side yards, business expansion opportunities and reuse priorities determined through strategic planning processes.

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<sup>1</sup> Publicly owned surplus land includes land owned by the Philadelphia Land Bank, City of Philadelphia, Philadelphia Housing Development Corporation and the Philadelphia Redevelopment Authority.

- Participate in the Division of Housing and Community Development's land development finance team to assess potential profitability and public/community benefits for various land sales, leases, co-development and financial tools necessary to ensure development projects are successfully completed.
- Effectively acquire, dispose and promote redevelopment of vacant land throughout the City by working with other land development, professional, civic, community and private organizations.

## **RESPONSIBILITIES**

- Prepare and manage annual budget for the land development operations.
- Hire, supervise, support and manage a diverse staff to accomplish land development goals.
- Oversee the production of regular strategic plans and annual goals for acquisition and disposition of land.
- Oversee and work with Land Bank Board Chair to establish meeting agendas, goals and committee meetings.
- Work with the communications staff to create marketing materials and promote accomplishments.
- Manage the review of Expressions of Interest for available parcels and Requests For Proposals selection processes.
- Review and recommend to the Land Bank Board the approval of contracts for services, land acquisition and land disposition.
- Coordinate with City of Philadelphia's Departments of Finance, Law, and Revenue to assess and evaluate parcels eligible for acquisition by the Land Bank through tax sale.
- Coordinate recommended land acquisition, disposition and development actions with appropriate City Council offices.
- Establish and maintain relationships with various public, private and governmental organizations locally and throughout the state to strategically enhance and align land development activities.
- Complete other duties as identified by the Land Bank Board of Directors as well as seek to address and respond to concerns from other land holding entities related to surplus property.

## **QUALIFICATIONS**

- A bachelor's degree in a field related to land development, such as civil engineering, business, finance, real estate, city planning, law, government administration or management.
- Five or more years as part of a senior management team with direct staff management experience.
- Experience producing and managing a significant and complex organizational budget.
- Strong organizational abilities including planning, delegating, program development and task and meeting facilitation.
- Ability to navigate government programs and processes.
- Strong written and oral communication skills.
- Demonstrated ability to oversee and collaborate with staff and related organizations.
- Effective public speaking skills and demonstrated ability to engage diverse organizations and stakeholders.

- Resident of the City of Philadelphia or willingness to relocate within the City boundary within six months from date of employment.

**COMPENSATION**

Salary will be commensurate with the individual’s prior professional experiences and education. Superior health insurance (including prescription, vision and dental), generous retirement plan, life insurance, paid vacation and sick time.

*All Land Bank employees, including the Director of Land Development, are employed by the Philadelphia Housing Development Corporation. Philadelphia Housing Development Corporation is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

Please include a resume and cover letter with your application. Cover letters and resumes may be mailed or emailed to:

PHDC.Hiring@phila.gov

Philadelphia Housing Development Corporation

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Attn: LaVerne Harris