

POSITION AND CANDIDATE SPECIFICATION



COOK COUNTY LAND BANK AUTHORITY EXECUTIVE DIRECTOR

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POSITION SPECIFICATION

Client Company

Under the authority of the President and Commissioners of the Cook County Board, the Cook County Land Bank Authority (CCLBA) was established to address the negative impact of vacant and abandoned properties on the quality of life in our neighborhoods and economic development in our region. To combat the effects of foreclosure and vacancy while accelerating development activity, the CCLBA will: acquire vacant and abandoned housing for rehabilitation; assemble and clear blight properties to improve public safety; return vacant property to productive use; promote regional economic development; and support the local planning process. The CCLBA is governed by a board of 16 members who are appointed by the President and Commissioners of the Cook County Board.

Position Summary

The CCLBA Board of Directors now seeks applicants for the Executive Director position to fully execute the CCLBA's purpose and potential. The Executive Director will be the chief executive officer of the CCLBA; will have primary responsibility for the Authority's day-to-day activities and all staff; and will be responsible for managing the Land Bank's multi-million dollar budget. The Executive Director will be directly accountable to the CCLBA Board of Directors.

For this critical role, the CCLBA seeks a creative leader who is well versed in real estate development and finance, and who has experience in and an understanding of community economic development, especially in distressed communities – both urban and suburban. CCLBA is looking for a leader who is passionate about the Authority's mission and legacy opportunity, and farsighted about its future potential. The CCLBA welcomes a leader who has a vision for the future of the region, and can execute that vision among diverse stakeholders. Communicating, inspiring confidence and building bridges between CCLBA partners will be vital to the leader's success. Equally important, this capacity for vision must be combined with the ability to effectively manage the day-to-day activities and operations of CCLBA. The CCLBA requires a skilled internal leader who will ensure a well-managed, mission-driven and fiscally strong organization.

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Key Relationships

Reports to: CCLBA Board of Directors

Direct reports: Senior Acquisitions Manager
GIS Manager
Administrative Assistant
Further staff to be determined by Executive Director

Major Responsibilities

- Create a residential acquisition strategy that addresses the opportunity for neighborhood redevelopment and the reduction of blight properties. Must be proactive and take the lead on creating opportunities for development as a driver and in partnership with local non-profit organizations, developers and other community stakeholders. Geographic concentration of activity and community impact will be key drivers.
- Create a commercial and industrial acquisition strategy that leverages the economic development priorities of public and private stakeholders. Must be proactive and take the lead on creating opportunities for job creation, investment and economic activity, and partner with county and municipal partners to incent new projects and businesses.
- Drive successful community redevelopment outcomes, including acquisition, housing preservation and removal of blight properties through effective interaction with federal, state and local elected officials and government agencies.
- Generate revenue for the Land Bank, with a vision toward finding a permanent stream of income to sustain Land Bank operations. Be entrepreneurial regarding opportunities and lines of business, and adapt CCLBA's areas of focus to emerging needs and opportunities, while maintaining traditional funding sources.
- Manage and market properties under CCLBA control in a way that encourages public access and engagement.
- Interface with developers, non-profits, community development corporations, taxing-agencies, and business and neighborhood residents on plans and proposals to effectively and efficiently leverage CCLBA resources, as directed by the Board.
- Work with property owners in the public and private sectors to identify appropriate properties for transfer to the CCLBA in support of identified strategic approaches.

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- Manage all operational aspects of the CCLBA.
 - Prepare reports of program activities and outcomes, including an annual report to the County Board President and Board of Commissioners.
 - Annually prepare objectives for performance, in conjunction with the Board.
 - Represent the CCLBA at local meetings.
 - Oversee the preparation of an annual audit.
 - Oversee financial systems for budget monitoring and oversight, including the preparation of annual budgets and cash flow projections.
 - Manage the hiring and performance evaluation of staff.
- Build coalitions and negotiate solutions.
- Bridge competing interests and philosophical differences, and provide decisive, timely leadership.
- Work collaboratively with other regional land banks.

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CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA

Ideal Experience

- Proven track record of effective senior leadership in public/private partnerships.
- Demonstrated experience in real estate transactions. Proven ability to navigate the acquisition and disposition of real property and the logistical and financial issues arising therefrom.
- Extensive project management experience.
- Knowledge of or familiarity with land banks and land banking; experience working in distressed communities.
- A strong track record in engaging diverse community and development partners.
- Outstanding written and oral communication skills.
- Strong relationships with non-profit and for-profit community developers.
- At least five years, and preferably 10 years, of senior management experience.
- An M.B.A. or equal relevant experience.
- Illinois real estate broker license is preferable.
- Resident of Cook County.

Applications or Nominations

Should you wish to submit a nomination or application, please send an e-mail message with supporting materials to Jobs@CookCountyLandBank.org.