



550 Dudley Street, Roxbury, MA 02119

Tel: 617-442-9670

## **DNI Stewardship Manager**

### **JOB DESCRIPTION**

*December 14, 2022*

Dudley Street Neighborhood Initiative (DSNI) is a resident-led, non-profit planning and organizing group in the Roxbury/North Dorchester area of Boston. DSNI's mission is *to empower Dudley residents to organize, plan for, create, and control a vibrant, diverse and high-quality neighborhood in collaboration with community partners*. DSNI's approach to neighborhood revitalization is comprehensive and focuses on four strategic areas – Development without Displacement, Resident Empowerment, Neighborhood Development and Youth Voice. In partnership with nonprofit organizations, businesses, and religious institutions serving the neighborhood, DSNI works to implement resident-led revitalization plans.

Dudley Neighbors Inc. (DNI) is the community land trust (CLT) established by DSNI thirty-four years ago to carry out the economic development plans of the neighborhood, which includes development without displacement, affordable housing, and community economic development. DNI's economic development and housing activities are based on DSNI's vision and implemented by the DSNI Sustainable Economic Development team. DNI partners with nonprofit and private developers to build affordable housing, commercial spaces and other uses determined through community planning processes and serves as the steward of the land. The land trust now owns more than 30 acres of land in the Dudley neighborhood, with 226 units of affordable housing, community farms, a greenhouse, playgrounds and commercial spaces.

### **ABOUT THE ROLE**

The DNI Stewardship Manager is a key DNI staff and will be supervised by the DNI Director. The Stewardship Manager is responsible for the day-to-day stewardship and operation of the land trust and in collaboration with DSNI/DNI staff, will work to further its anti-displacement and economic development strategies.

#### **Essential Responsibilities:**

- Provide pre-purchase support for new DNI homeowners including CLT workshops and homeowner orientation.
- Provide post-purchase support for DNI homeowners including technical assistance around refinancing, home repairs, capital improvements and home sales.
- In collaboration with the City of Boston and partners, coordinate community outreach efforts, marketing, lottery and tenant/leaseholder selection for new residential and commercial projects built on the land trust.
- Oversee billing, collection and recordkeeping of Ground Lease Fees, account statements and relevant taxes. Track and work with leaseholders to cure delinquencies and arrears.
- Respond to the needs of land trust homeowners and stewarding DNI's existing portfolio of resale-restricted housing.
- Participate in regular construction meetings for new development or rehab projects on the CLT.

- Support the Community Liaison with homeowner communications and Homeowners' Meetings.
- Support organizing of DNI's Annual Event in collaboration with DNI Director and Community Liaison.
- Work with contractors and vendors to manage DNI buildings and lots around landscaping, snow removal, and general maintenance.
- Monitor compliance of properties in DNI stewardship portfolio.

#### Additional Responsibilities:

- Represent DNI at gatherings and events of the CLT movement at a local and national level.
- Support with training regarding the CLT model to emerging local CLTs, developers, lenders, realtors, attorneys and the general public.
- Work with DNI Director to identify opportunities to bring affordable housing, commercial space and other amenities onto the land trust.
- Represent DNI and participate in the Greater Boston Community Land Trust Network (GBCLTN), a coalition of existing and emerging CLTs in the region.

## QUALIFICATIONS

- Personal commitment to DSNI/DNI's mission around development without displacement.
- Bachelor's Degree strongly preferred and/or minimum work experience of 3 years in community development, community organizing, affordable housing, project management, property and asset management, or a related field.
- Strong project management and administrative skills; is detail-oriented, collaborative and a creative problem solver.
- Excellent communication and interpersonal skills; is able to work with a range of stakeholders including residents, community members, and partners.
- Computer literacy and comfort working with Microsoft Word, Excel, Powerpoint, and Quickbooks.
- Ability to work some evenings and weekend hours
- Ability to work in-person for meetings, site visits, community events

#### Preferred Qualifications

- Understanding of the community land trust model and/or other shared equity housing models.
- Experience working with low and moderate-income households; working in a multicultural community.
- Familiarity with Dorchester, Roxbury, and the Dudley neighborhoods.
- Cape Verdean Creole, Portuguese or Spanish language skills.

## COMPENSATION AND BENEFITS

This is a full-time, exempt position with a salary range of \$55,000-70,000 commensurate with experience and qualifications. DSNI offers a comprehensive benefits package. To apply, email a cover letter and resume to [hr@dsni.org](mailto:hr@dsni.org) with "DNI Stewardship Manager" in the subject line. No telephone inquiries or recruiters please.

DSNI/DNI is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.