



**Position Description**  
**President, Jubilee Baltimore**

**Background:**

Jubilee Baltimore is a non-profit organization, founded in 1980 with the purpose of building safe, stable, attractive, and diverse neighborhoods. Since its founding, it has worked with and in 26 Baltimore City neighborhoods that were weak enough to need help and strong enough to become stable with help and support. As a core value, Jubilee is committed to working with the residents and community organizations to assure equitable development and the retention and support of existing homeowners. In the 1980's and 90's the focus was on Southeast Baltimore. In the 2000's, it moved to midtown with the emphasis on Mt. Vernon, Bolton Hill, and Reservoir Hill; then in 2010 the focus moved to Central Baltimore (Station North and Greenmount West) and Midway.

The organization brings capacity in real estate development to the rebuilding of Baltimore's neighborhoods. When necessary to facilitate strategic development of the neighborhood, Jubilee will become the lead developer of a property. Over its tenure, Jubilee has developed or facilitated the development of approximately \$250 million in projects both commercial and residential. In addition, it has developed numerous plans and programs that support revitalization. The residential projects included about 400 units of affordable housing. The goal of all these initiatives has been to increase property values to the point where houses sell at a price that is at least equal to replacement costs.

Jubilee prioritizes working with and through partners so as to minimize staff and organizational growth while maximizing impact and works closely with neighborhood organizations. When needed, Jubilee provides these organizations with staff support and other resources. It has also developed and facilitated marketing programs to enhance demand for properties within neighborhoods.

Jubilee has a current operating budget of \$600,000. Revenues come from income of properties owned or partly owned by Jubilee (40%), grants from foundations, government, and corporations (45%), and contributions (15%).

The organization is governed by a board of directors comprising 17 individuals with a range of expertise including real estate development and financing, planning, and community development. Most of the board members have served 5 - 10 years. The board meets 5 to 6 times per year. Board members often work individually or as members of task forces related to projects or other organizational needs.

The president reports to the board and supervises a staff of 5. The president is the face of the organization, sets the vision and direction and oversees the operations of the organization, project development, partner relations and fundraising.



### **Responsibilities of the President:**

1. Develops the vision and the strategies to reach that vision.
2. Represents the organization in the community and works with neighborhood organizations and partners.
3. Oversees the implementation of all development projects and programs taken on by the organization or with its partners.
4. Oversees the management of all properties owned by the organization.
5. Leads or facilitates plans and initiatives related to targeted neighborhoods.
6. Provides oversight of all operations of Jubilee including personnel, accounting, and finance.
7. Directs resource development - both earned and contributed including cultivating supporters and writing and facilitating grant proposals, solicitations, and financing packages.

### **Skills required:**

1. Ability to work with and generate support/trust from a diverse group of constituents.
2. Experience in soliciting and raising contributed funds.
3. Staff management.
4. Fiscal management of the operations and projects.
5. Knowledge of and experience in real estate project development.
6. Understanding of the challenges and complexities of working with underserved communities.

### **Preferred requirements:**

1. Bachelor's degree
2. Demonstrated ability in real estate development.
3. 10 years of management experience in the community, development, real estate, and/or related fields.
4. Experience in fundraising.
5. Knowledge of non-profit and real estate accounting.
6. Experience with relevant technology.
7. Knowledge of Baltimore neighborhoods and the resources available to address issues of revitalization.

### **Salary and Benefits:**

Salary will be competitive and commensurate with experience.



**Search Process:**

The search is being conducted by the Jubilee board of Directors, assisted by the Goldseker Foundation, and overseen by a search committee made up primarily of Board members. The committee will be accepting applications until the position is filled and will be reviewing applications throughout the search. The goal is to have the new president selected by late spring of 2024 and begin work by July 1, 2024.

Applicants interested in the position are encouraged to review the Jubilee Baltimore web site – [jubileebaltimore.org](http://jubileebaltimore.org).

Please submit a cover letter and resume to: [@jubileesearch@goldsekerfoundation.org](mailto:@jubileesearch@goldsekerfoundation.org)

All materials should be submitted electronically. Please, no telephone inquiries.