



JOB ANNOUNCEMENT

Two positions

Program Director, Community Owned Real Estate & Project Manager, Pahali Community Land Trust

About This Recruitment

We are recruiting for two positions: Program Director for our Community Owned Real Estate program, and Project Manager for our affiliate, Pahali Community Land Trust. Both are part of a small staff who have deep roots in the community and work closely with a strong network of partners and specialists.

About EPACANDO & Pahali Community Land Trust

East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO) has promoted and delivered “progress of, by, and for” East Palo Alto residents for more than three decades. With a strong emphasis on empowerment and anti-displacement, we have pursued two key strategies with intensity: co-developing permanently affordable rental apartments (600 so far), and helping residents acquire and/or retain affordable homeownership in an array of forms (hundreds).

Our production and preservation efforts have included: partnering with nonprofit developers to build and manage apartments; buying and renovating an aging, occupied apartment complex; intervening to prevent displacement of homeowners being foreclosed upon, as well as renters whose homes are being sold out from under them; counseling clients who are looking for housing they can afford; consulting with homeowners developing accessory dwelling units; counseling renters facing eviction from a mobile home park; and partnering with our local city government to *build a just city*, the City’s tagline.

EPACANDO also sustains our affiliate, [Pahali Community Land Trust](#). Pahali CLT focuses on community-owned real estate (CORE)* solutions, especially to address and redress displacement of community-rooted justice activists and next-generation civic leaders. EPACANDO supports Pahali CLT with staffing and working capital.

About The Positions

The successful *Director* of our CORE program will inspire and be inspired by staff, board members, community-based voting members, community constituents and organizational partners. They will advance acquisition and development of new sites, oversee excellent stewardship of existing sites, facilitate formation of a housing co-operative and strengthening the CLT, develop and sustain a robust community-governance membership, raise funds, manage projects and people, and wrangle administrative chores. This position is intended to be a career path to the Executive Director position of Pahali CLT and/or EPACANDO. Following is a rough estimate of workload in major areas of responsibility.

- General Mgt. & Admin. (30%): Develop and manage the CORE program workplan and budget
- Fund Development (20%): Lead a cross-program team to write grants, and manage relationships
- Site Acquisition & Development (40%): buy, plan, finance, build (rehab or new) residential sites
- Organizational Development (10%): nurture staff culture and robust community membership



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The successful *Project Manager* will work closely with the Director and colleagues to plan and advance a host of interesting and challenging CLT projects, as featured in the Additional Desirable Skills and Experience section below. This position, which features a broad range of tasks and topics, is intended to be a career path to program manager, program director and ultimately executive director positions.

Essential Proficiencies

Program Director

- Program management and development: planning, accountability, mission alignment, resourcing, marketing; supporting, training and supervising staff
- Corporate management & administration: part of EPACANDO executive team
- Project management: planning, executing, expediting, troubleshooting, process coordination
- Grant management: writing, performing, reporting; compliance with funder requirements
- Financial management: Budget preparation, financial analysis, expense control

Project Manager

- Project management: planning, executing, expediting, troubleshooting, reporting, coordination

Both Positions

- Ability to work effectively with co-workers, clients, community organizations and public officials
- Strong facilitation skills; experience with cooperative, consensus-based decision-making
- Effective written and oral communication; good listener; clear communicator
- Excellent written and spoken English and Spanish

Additional Desirable Skills and Experience (any of the following will be useful in either/both position)

Program Experience

- Hands-on experience with organization and operation of community land trusts, housing cooperatives and/or other community-owned housing models
- Production and preservation of affordable housing; obtaining financing, plans and permits for rehabilitation and/or new construction; project management for design or construction
- Real estate and lending knowledge and transaction experience
- Community lending; loan product development and/or administration; underwriting loans
- Housing counseling for renters and homeowners alike: from incidental information and referral services, to specialized assistance for low-income renters, homebuyers and homeowners; credit counseling, certification as a HUD Housing Counselor
- Recruiting and selection of residents for rental and/or ownership affordable housing
- Housing policy analysis and advocacy
- Property management



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Other Desirable Qualities and Capacities

- Community outreach, engagement, advocacy, especially related to housing projects or policy
- Organizational development both internal and external such as coalition/trust building
- Staff development and management
- Membership development and member relations
- Establishing and maintaining an effective social media presence
- Website content management
- Revenue development and grant writing
- Generic administrative skills: contracts, editing, record-keeping
- Fluent use of software applications relevant to the position
- Relevant academic degree(s)
- Experience working in and/or with public agencies and/or public-interest non-profits
- Promoting racial and social equity; community empowerment; anti-displacement
- Familiarity, connection, commitment with/to the East Palo Alto community

To Apply: Please send: a letter of interest telling us which position you are applying for, how this position is a fit for your skills, knowledge and passions; your resume; a creative sample (or link)—writing, diagram, etc. Send to: hr@epacando.org.

Apply By: April 7, 2025

Salary: Director \$99K - \$121K; Project Manager \$80K - \$96K (Ranges may be adjusted for exp.)

Benefits: Substantial paid time off; 100% paid medical, dental and vision insurance; retirement fund and contribution, great flexibility in work location and schedule

Status: FSLA Exempt; Full-time

Location: 2369 University Avenue, East Palo Alto, CA 94303

Websites: www.epacando.org & www.pahali.org

Posted: March 7, 2025

*Community Owned Real Estate (CORE) is a relative new term for a very old practice manifest in many forms across many cultures by necessity and by design. Community-led development on community-owned land, sometimes called “common ground,” aims to hold property and power in the hands of people historically deprived of both, and to protect these hard-won gains far into the future. Common ground requires ongoing community planning and organizing, even if projects initially begin with traditional nonprofit acquisition of real estate, followed by plans to build tenant and community governance or ownership structures later.