

**Alaska Mental Health Trust Land Office
Program Related Investments (PRI) Manager
Position Description**

The Program Related Investments (PRI) Manager is a fully exempt, professional position with the Alaska Mental Health Trust Land Office (TLO) within the Department of Natural Resources. This is a fully exempt, professional position with a starting salary up to \$100,000 annually. Final salary will be negotiated at the time of hire and will be based upon the successful candidate's qualifications and experience. This position is located in Anchorage, Alaska and is offered with a complete State of Alaska benefit package.

The position is responsible for managing all PRI work for the TLO and works under the authority and approval of the Executive Director of the TLO. Unlike other Trust Resource Managers who strive to increase yearly revenues, the PRI Manager will be responsible for real estate transactions managed primarily for direct use by programs supporting Trust beneficiaries, most often but not necessarily at below market values.

Background

A Program Related Investment is a financing tool used by many philanthropic organizations to increase the impact of their limited resources for achieving priority activities. The approach utilizes loans or other investments allocated from principal resources to better leverage payouts and other community, state and federal funding opportunities. Using PRI investments strategically can further an organization's effectiveness in making change in a social area or sector and can provide the opportunity to re-invest funds that are returned.

General Function

The PRI Manager will work closely with both the TLO staff and the Alaska Mental Health Trust Authority (AMHTA) program staff to evaluate potential uses of Trust non-cash assets for program related purposes. This position will rely heavily on the expertise at the AMHTA to coordinate any actions to support program goals at the AMHTA balanced with facility and financial goals directed by the board of trustees. This position will provide real estate expertise for research, negotiations, appraisal, evaluation, analysis, and real estate purchase, sale, or lease as necessary to effectuate transactions to support specific Trust program related goals. Additionally, the position will be responsible for stewardship obligations to maintain the value of the real estate managed for program related investments. The position requires the ability to perform financial analysis, planning, and reporting activities. The position must have excellent communication skills, and will be working with Trust Authority staff, community organizations supporting beneficiaries, municipal, state and federal agency representatives, and other professionals.

Reports To: Real Estate Project Manager

Direct Reports: None

Major Activities (Typical Duties/Responsibilities)

Evaluate proactively or in response to proposals for specific PRI that will be directly used for beneficiaries. Analyze the fiscal impact to the Trust balanced against the benefits gained by the beneficiaries. Develop appropriate alternatives to best accomplish PRI projects considering other potential uses of the Trust assets that might be displaced or rendered unavailable. Represent the Trust's interest with various parties in a professional manner. Prepare pro forma analysis, budgets, and reports for specific PRI projects.

Provide lead review and assessment of requests for direct use of Trust land and non-cash assets related to programs supporting Trust beneficiaries. Manage existing PRI licenses, contracts, permits, and other agreements on Trust lands, through activities including, but not limited to, rent collection and adjustment, insurance and bonding maintenance, site inspection, facility management contracting, agreement termination, and general customer relations.

Responsibilities to include adjudication of new applications for purchase, lease or use of/on Trust land. Work will include evaluation of applicant qualifications, analysis of revenue and risk potential, and review of transactional documents such as title, appraisal, survey, and agreement negotiations, and written recommendations to senior TLO staff. Complete land use transactions and procurement processes for routine goods and services such as surveys, title reports, and appraisals. Jointly manage projects to acquire new assets and rehabilitate existing Trust owned facilities for designed use.

Prepare required transactional documents including, but not limited to Trust consultations, best interest decisions, and public notices. Participate in planning for asset management, budget development, and resource development strategies with other staff as well as closely monitoring AMHTA programs and evolving developments to creatively use non-cash assets to further program goals.

Other duties as assigned.

This position typically interacts with:

- AMHTA leadership and program staff.
- AMHTA board of trustees.
- Leaders and program managers of community non-profit and for-profit business organizations.
- Program related beneficiaries or program managers for Trust related programs.
- Professionals including appraisers, architects, attorneys, bankers, engineers, and title representatives as well as other TLO staff.
- Purchasers and sellers.
- Local, state, and federal government agencies.
- Senior and mid-managers from various companies.
- Members of the public and business communities.

Required Knowledge/Skills/Abilities

- Understanding of real estate transactions, facility management, and acquisitions.
- Understanding of AMHTA beneficiaries and community organizations' program services and supports as they relate to facility needs
- Flexibility to adapt to multiple and changing priorities. TLO priorities may be determined by the TLO Executive Director requiring prompt revision of the daily schedule.
- Entrepreneurial and due diligence skills to further the PRI mission on potential new business opportunities to fulfill the balance of TLO's fiduciary responsibility with AMHTA program goals from beginning to project completion.
- Ability to work effectively with and manage a wide variety of professionals involved in land management and their associated work products including attorneys, architects, engineers, real estate consultants, developers, investors, contractors, purchasers and sellers, as well as management, staff, and public officials in various levels of government.
- Excellent written, verbal, and technical skills appropriate for professional communications with legal, financial, technical, and managerial professionals, and a wide range of third party professionals.
- General business background to prepare pro forma analysis, budgets, and reports for specific projects on developments.
- Ability to manage people in a variety of positions with varying skills, including prioritizing their efforts for the benefit of the TLO.
- Ability to quickly assimilate new industry and regulatory practices and apply such practices to assignments.
- Ability to think creatively to identify solutions when faced with a challenge.

Minimum Experience/ Qualifications

- Bachelor's Degree in business, finance, construction science, engineering or related field. AND
- Three years of progressively responsible experience in real estate acquisition, management, construction, or development.

OR

- Bachelor's Degree in the human services field. AND
- Five years of progressively responsible experience in real estate acquisition, management, construction, or development.

How to Apply

Candidates who wish to apply for the position must submit a cover letter, resume, professional product sample that emphasizes writing ability, and the names and phone numbers of three professional references. Inquiries will be kept confidential. Employment documentation should be addressed to Michelle Steelman, Executive Assistant, Trust Land Office, 2600 Cordova Street, Suite 100, Anchorage, AK 99503. Documents can also be emailed to michelle.steelman@alaska.gov or faxed to (907) 269-8905.

Recruitment will remain open until the position is filled.

This is a complete copy of the position description. Additional copies can be viewed on the Trust Land Office website: www.TrustLandOffice.com

The State of Alaska is an equal employment opportunity employer and supports workplace diversity. Individuals requiring accommodation should call 1-800-587-0430. v/1-800-770-8973 TTY/TDD (Relay Alaska).