
BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Senior Program Manager SPM06172021

DATE: June 17, 2021

NO. OF POSITIONS: One (1)

HOURS OF WORK: Minimum of 40hrs/week

SALARY: \$68,919.00

GRADE: 33U

**LOCATION: BURA Executive Office
920 City Hall, Buffalo NY**

POSITION DESCRIPTION:

The Senior Program Manager leads one or more Program Teams of BURA Program and FCA staff to design, implement, monitor, and report on community and economic development programs that further the strategic economic and community development goals of the City of Buffalo. Programs may be federally funded, non-federally funded, or a mixture of the two. The Senior Program Manager will take direction from the Director of Operations, or as assigned, on program priorities identified at the citywide and neighborhood levels, will work with the Director of Operations, or as assigned, to produce or modify final program rules, objectives, and success metrics that meet these priorities, and will work with assigned Program Teams to manage implementation of these programs in accordance with the approved rules and objectives.

Senior Program Managers may manage more than one program at once across a variety of economic and community development areas of expertise, including single-family housing development, home repair, rehabilitation, weatherization, multi-family housing development, commercial corridor revitalization, arts and culture, and other areas as specified in citywide planning efforts. Senior Program Managers will hold regular meetings with their Program Teams and will provide regular reports to the Director of Operations, or as assigned, on program progress, including funding distribution to date, ineligible applications and the reasons for ineligibility, options provided for ineligible participants, key issues in implementation, geographic distribution of resources, monitoring results, and other metrics. Duties may include, but are not limited to:

- Design programs that meet City goals for economic and community development and that effectively use federal and non-federal resources.
- Oversee operations of multiple Program Teams that may include underwriting staff, housing support staff, monitoring staff from multiple BURA Sections.
- Coordinate with and provide technical assistance to Community Based Organizations involved in building each program pipeline and/or executing each program. Develop and administer training and assistance programs for partners as needed to ensure successful execution. Maintain positive relationships with CBO partners.
- Manage pipeline of program applicants and oversee eligibility verification.
- Monitor number of ineligible participants and reasons for ineligibility to help inform future program design and resource allocation.
- Maintain reconciliation and tracking spreadsheets.
- Provide regular reporting on program metrics to BURA Director of Operations.
- Manage and perform IDIS setups for programs.
- Assists Project Management with ensuring compliance with M/WBE compliance.

DESIRED QUALIFICATIONS AND SKILLS:

Creative and “get to yes” attitude. Interested and informed on local, state, and national best practices for program design to address the many community development and economic development needs of the City of Buffalo. Flexible multi-tasker with the ability to quickly understand resources available, evaluate trade-offs, and respond to new circumstances and policy priorities. Experience in loan underwriting and grant making desired.

MINIMUM REQUIREMENTS:

- Bachelor’s Degree in a related field
- At least 5 years experience in community and/or economic development program management and administration.
- Must possess knowledge of the principles of mortgage loans, including processing, deeds, title searches, notes/mortgages, real estate agreements, credit and collection procedures.
- Customer service experience and knowledge of federal and state housing programs also required.
- Must possess clarity and organization in preparing written material and a working knowledge of Microsoft based office suite software.

RESIDENCY REQUIREMENTS:

As a condition of employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within ninety (90) days of starting date of employment.

SUBMISSION INSTRUCTIONS:

Cover letter and resume should be submitted by 4:30 pm (EST), July 1, 2021 to the attention of Jenna Bichler, BURA Director of Operations, via email to info@buffalourbanrenewal.com. Please Reference Job Posting Code SPM06172021.

Cover letter and resume will also be accepted via Regular U.S. Mail to the following address:

City of Buffalo Urban Renewal Agency
65 Niagara Square
920 City Hall
Buffalo, New York 14202
Attention: Jenna Bichler, BURA Director of Operations
Job Posting Code: SPM06172021