
BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: Program Manager I
(Title in Bargaining Unit #6707,
CSEA Local 1000 AFSCME)

DATE: September 16, 2025

NO. OF POSITIONS: One (1)

HOURS OF WORK: 40hrs/week

LOCATION: BURA Executive Office
901 City Hall
Buffalo NY 14202

SALARY: \$60,533.00 (Grade: 26U)

POSITION DESCRIPTION:

The Program Manager assists the Buffalo Urban Renewal Agency (BURA) in implementing economic, housing, and community development programs as part of one or more Program Teams. Programs may be federally funded, non-federally funded, or supported through a combination of both sources.

The Program Manager supports the management of approved programs, including drafting and finalizing program guidelines, objectives, and success metrics—subject to final approval by the Senior Director of Programs or other assigned leadership.

This role may involve oversight of multiple programs across a range of focus areas, such as:

- Single-family housing development.
- Home repair and rehabilitation.
- Weatherization.
- Multi-family housing development.
- Arts and culture.
- Other initiatives identified through citywide planning efforts.

The Program Manager is also responsible for assisting in the preparation of regular reports on program performance, including:

- Distribution of funds to date
- Ineligible applications and justification
- Alternative options provided to ineligible participants
- Key implementation issues
- Geographic distribution of resources
- Monitoring outcomes and performance metrics

PRIMARY JOB RESPONSIBILITIES:

- Assist in drafting program design materials, policies, and procedures that align with BURA and/or City goals for economic and community development, utilizing both federal and non-federal resources effectively.
- Serve as a key member of one or more Program Teams, which may include underwriting staff, housing support staff, monitoring staff, Project Management, FCA, and Legal.
- Coordinate and prepare for regular Program Team meetings; take and distribute meeting minutes.
- Provide technical assistance to Community-Based Organizations (CBOs) involved in building program pipelines and executing program activities.
- Develop and administer training and support programs for partners to ensure successful program delivery.
- Maintain strong, positive relationships with CBO partners and other stakeholders.
- Manage the pipeline of program applicants, including oversight of eligibility verification.
- Track and report on ineligible participants and reasons for ineligibility to help inform program design improvements and resource allocation.
- Maintain and update reconciliation and tracking spreadsheets to support accurate reporting and compliance.
- Assist with underwriting calculations, reviews, and funding evaluations in accordance with compliant practices and applicable systems (e.g., IDIS, HMIS, LOCS, HEROES, HGGMS).
- Support the preparation of documentation required to ensure compliance with federal and/or state regulations.
- Assist with tracking and reporting program metrics and deliverables to the Senior Director of Programs or designee.
- Support the achievement of program deadlines and maintain timely reporting standards.
- Perform other coordination, program management, and administrative duties as assigned.
- Report directly to a Senior Program Manager or as otherwise assigned.
- Perform additional duties as assigned by the Senior Program Manager or other supervisory staff.

PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Detail-oriented with strong organizational skills to ensure accuracy and thoroughness in all tasks.
- Supportive and collaborative team member, able to work effectively with diverse stakeholders in a dynamic environment.
- Adaptable and flexible in responding to changing priorities and circumstances.
- Knowledgeable and engaged with local, state, and national best practices for program design, particularly in addressing community development and economic development challenges specific to the City of Buffalo.
- Experience in loan underwriting and grant making is highly preferred, enabling effective evaluation and management of funding programs.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree with at least **2 years** of relevant experience
OR
- Associate's Degree with at least **3 years** of relevant experience in a related field.
- Minimum of **3 years** experience in community, housing, and/or economic development program management and administration.
- Knowledge of mortgage loan principles, including processing, deeds, title searches, notes/mortgages, real estate agreements, and credit and collection procedures.
- Experience in customer service and familiarity with federal and state housing programs.
- Strong organizational skills and clarity in preparing written materials.
- Working knowledge of Microsoft Office software, with proficiency in Excel.

RESIDENCY REQUIREMENTS:

As a condition of employment, appointees 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), September 30, 2025 to the attention of Hope Young-Watkins, Senior Director of Programs, [via email to djudson@buffalony.gov](mailto:djudson@buffalony.gov).