

CITY OF BUFFALO URBAN RENEWAL AGENCY

NOTICE OF VACANCY

JOB TITLE: EXECUTIVE DIRECTOR

DATE: September 16, 2026

NO. OF POSITIONS: (1)

HRS. OF WORK: 40 weekly

SALARY: \$140,000-\$155,000

(based on qualifications and experience)

**LOCATION: BURA Executive Offices
901 City Hall**

GRADE: Exempt

POSITION DESCRIPTION:

The Executive Director serves as the chief administrative and operational leader of the Buffalo Urban Renewal Agency (BURA). This role oversees all housing, community development, neighborhood revitalization, and capital improvement initiatives funded through federal, state, and local sources. The Executive Director ensures full compliance with HUD regulations, manages agency staff and contractors, directs strategic planning and program execution, and provides transparent, timely reporting to the Board of Directors and City leadership.

KEY RESPONSIBILITIES:

1. Strategic Leadership & Agency Management

- Provide executive oversight of all BURA programs, operations, and initiatives.
- Develop annual and multi-year strategic priorities aligned with the City's strategic plan and capital improvement program.
- Lead organizational planning, performance management, and continuous improvement efforts.

2. Program Administration & Compliance

- Oversee planning, implementation, and monitoring of CDBG, HOME, ESG, and other HUD-funded programs.
- Direct housing rehabilitation, public facility improvements, infrastructure upgrades, and neighborhood revitalization projects.
- Maintain strong coordination with City departments, including Strategic Planning, Public Works, Permit & Inspection Services, and Finance.
- Oversee internal controls, risk mitigation strategies, and corrective action plans. Prepare resolutions, reports, and policy recommendations for the BURA Board of Directors.

4. Financial Oversight

- Direct agency budgeting, financial reporting, and grant expenditure tracking.
- Ensure adherence to HUD timeliness standards for commitments and drawdowns.
- Oversee fiscal monitoring, reimbursement processes, and contract financial compliance.
- Coordinate closely with the City Comptroller and Finance Department on financial stewardship.

5. Community & Stakeholder Engagement

- Lead community engagement strategies, public meetings, and outreach efforts.
- Ensure transparent communication regarding project timelines, impacts, and funding priorities.
- Strengthen partnerships with nonprofit organizations, housing providers, and economic development entities.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited College or University in Finance, Business Administration, Public Administration, Urban Planning Law, or a closely related field
- 10+ years of leadership experience in community development, housing programs, municipal operations, or public-sector project management.
- Demonstrated experience managing HUD programs (CDBG, HOME, ESG) strongly preferred.
- Experience working with elected officials, boards, and public agencies.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership, strategic planning, and organizational management skills.
- Excellent communication and stakeholder engagement abilities.
- Proficiency in financial management, grant administration, and compliance documentation.
- Ability to manage multiple complex projects in a fast-paced municipal environment.
- High level of integrity, professionalism, and commitment to equitable community development.

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 to the attention of Lisa Trillizio via email to LTrillizio@buffalony.gov.