



JOB DESCRIPTION

Executive Director (FLSA: Non-Exempt)

Salary - \$100,000 - \$120,000

RESPONSIBILITIES:

Organizational:

This position provides strategic leadership and oversight for the Upper Broadway–Fillmore Neighborhood Transformation Project (UBFNTTP). The Executive Director will guide this project to ensure that it meets its goals and objectives within the timelines established for implementation and that it is aligned with community needs, interests and aspirations. The Executive Director will work closely with the project’s leadership and community partners. The position also carries responsibility for budget oversight and fiscal monitoring. The Executive Director must have a strong understanding of neighborhood planning, housing, and community economic development, as well as the ability to work effectively with residents, community leaders, local government, and community-based organizations. This position is fully funded for two years with the possibility of extending.

Reporting Relations

This position will report to the Administrative Core of the Upper Broadway–Fillmore Neighborhood Transformation Project on matters related to program management, partner coordination, and government relations. This position will report to the Chief Executive Officer of the Buffalo Center for health Equity on matters related to finance and development.

Essential Functions:

Program & Milestone Management

- Administer the day-to-day operations of the Upper Broadway–Fillmore Neighborhood Transformation Project (UBFNTTP)
- Track key milestones, deliverables, and deadlines across all project initiatives.
- Oversee all policy development and legal compliance.
- Supervise staff (6) that will be hired as part of the leadership team of the ENTP.
- Oversee the recruitment, hiring, and onboarding of any staff positions approved in the future.
- Coordinate with BCHE leadership and Project’s Administrative Core [leadership group] to ensure that the project unfolds according to grant guidelines and in the interest of the community.
- Work with each of the project managers (4) to assist in implementation of programs and services and tracking of metrics. Work with the Chief Program Officer to facilitate the tracking and reporting of metrics.
- Assist, support, and provide direction to the project staff in the development and implementation of short term/long term objectives, and strategic goals.

Financial Oversight & Budget Monitoring

- Review and approve all project expenditures
- Prepare monthly budget reports via internal project management software.
- Supervises the work of the Project Administrator, who will track expenditures and complete reconciliations monthly

Partner & Stakeholder Coordination

- Track partner performance relative to agreed timelines, deliverables, and expected outcomes.
- Ensure partners have clear expectations and visibility regarding progress.
- Work closely with the Community Engagement Supervising Manager to facilitate community advisory board meetings.

Government Relations

- Develops and manages project strategy for strengthening relationships with elected officials and government agencies at the city and county level and increasing their understanding of the project

Development

- Establish a development strategy for continued funding of the UBFNTP.
- Review and approve all grant applications.
- Seek resources to support funds development staff or consultants.
- Generate major funder prospects by conducting preliminary funder research.
- Liaise with ETP and BCHE leadership members to track stewardship and cultivation of new funder leads.

Other

- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Education:

- Graduate degree or professional equivalent in Urban Planning, Public Health, Social Work, or another relevant field

Experience:

- Experience in neighborhood planning, community development, or similar activities related to development in communities of color or other underdeveloped places.
- Must understand systems change and be familiar with community land-trust, neighborhood trusts, cooperative economic development, shared housing equity housing models, and innovative housing design aimed at reducing housing costs.
- Experience building and fostering relationships with residents and community organizations in marginalized and underdeveloped neighborhoods of color.
- 10 years in organizational administration and team building management in the field of community development.
- Experience cultivating and leveraging relationships with public sector, philanthropic and private sector leaders to develop revenue sources

PREFERRED QUALIFICATIONS

- A high level of integrity and accountability and deep community in the development of communities of color
- Creative thinking and problem-solving capabilities.
- Alignment with the vision and mission of the ENTP.
- Strong adaptability and listening skills to maintain relationships with people and organizations from all aspects of the community.

- The capacity to learn new information or skills very fast, and with minimum instruction.
- Familiarity with resident engagement strategies, cooperative development, community land trusts, solidarity economic development, and rent stabilization strategies.
- Personal discipline to complete tasks within deadlines, maintaining team rapport, accountability, and high standards of quality

Apply - <https://www.cognitoforms.com/BuffaloCenterForHealthEquity/UBFNTPED>

