



Rebuilding Neighborhoods  
One House At A Time

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<http://bnsbuffalo.org>

**Title: Senior Community Development Project Manager**  
**Reports to: Director of Planning and Community Development**  
**Department: Community Development**  
**Status: Full-time, Exempt**

**Who we are:**

The Buffalo Neighborhood Stabilization Company (BNSC) is a community development organization in Buffalo, NY. BNSC acts as the housing development arm of the community organizing group PUSH Buffalo, and as such undertakes the day-to-day operations and management of housing and land development. BNSC uses a variety of strategies to create a vibrant and viable neighborhood on the West Side of Buffalo, including green affordable housing construction, community-based renewable energy projects, housing weatherization, green jobs training, and green infrastructure.

**About the position:**

The Project Manager (PM) will be a key member of BNSC's affordable housing and community development team. In this role, the PM will be responsible to work on creation of new affordable housing developments and management of community development programs. The Senior PM will also partner with the Director of Planning and Community Development to focus on new projects, new business lines, and the existing pipeline. BNSC's current work includes a variety of residential and commercial projects from small residential rehabilitations, to a sustainable mixed-use workforce training center, to infill and new build development. BNSC and PUSH's current portfolio of affordable housing includes over 100 units of affordable housing on several sites, 11 units currently under construction, and approximately 46 units of supportive and affordable housing in pre-development.

**Key Responsibilities:**

**General Project Management**

- Coordinate planning and development of all aspects of commercial and residential real estate project development, from concept to lease-up.
- Hire, manage and coordinate work of general contractors, project architects, engineers, development consultants, attorneys and other development professionals as applicable.
- Coordinate community planning, permitting, zoning, bidding, and contractor selection.
- Develop and manage project budgets, including preparing requisitions.
- Prepare funding applications for predevelopment, construction and permanent financing.
- Oversee, negotiate and coordinate project finance closings.
- Assure timely close-out of projects.
- Actively participate in visioning and strategizing about neighborhood development goals and priorities, including housing and commercial development.
- Provide staffing support to relevant boards and committees.

- Ensure that projects are carried out in a way that aligns with PUSH's broader goals of community solutions and ownership for a Just Transition (for more information on Just Transition framework, please refer to [pushbuffalo.org](http://pushbuffalo.org))
- Other responsibilities as necessary

### **Qualifications for Entry into this Position:**

- Demonstrated familiarity with and interest in affordable housing and community development
- Strong organization skills, including good attention to detail and follow through necessary;
- Strong writing skills; Strong Excel and budget skills;
- Skilled at establishing priorities and managing multi-project workload;
- Experience with affordable housing, including Low Income Housing Tax Credits, and other real estate financing sources, both public and private;
- Team player, creative, innovative, flexible & enthusiastic self-starter who can work independently;
- Willingness to participate in non-real estate related organizational initiatives;
- Bachelor's degree and a minimum of 3 years of experience in architecture, engineering, construction, housing development, financing, or related field;
- Master's degree in a related field such as Urban Planning or Law may be substituted for some of the experience required;
- Bilingual/bicultural a plus,

### **Salary Range and Benefits**

Commensurate with experience

### **Join our team and build your career with us! We offer:**

- Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity, and justice
- Opportunities for professional growth and development
- Competitive, comprehensive benefits package including health, dental, vision, and significant paid time off

### **How to apply**

Proposals will be accepted until the position is filled, and will be considered on a rolling basis.

Proposals should include a letter of application, resume, and contact information for two professional references. Proposals will only be accepted by email, and should be sent to:

Jenifer Kaminsky  
 Director of Planning and Community Development  
 BNSC/PUSH Buffalo  
[jen@bnsbuffalo.org](mailto:jen@bnsbuffalo.org)

The letter of application will be a critical document for determining who will be interviewed for this position. The letter should summarize relevant experience and skills. The letter should also discuss why the candidate is enthusiastic to assume the responsibilities of this position.

Women, people of color, and people who identify as LGBTQ are strongly encouraged to apply.