

## BENLIC EXECUTIVE DIRECTOR

**Purpose:** To lead strategic performance and guide BENLIC’s next phase as a mission-driven land bank, housing development, and public funding platform.

<b>Position Title:</b>	<b>Executive Director - Buffalo Erie Niagara Land Improvement Corporation</b>	<b>Date: July 1, 2026</b>
<b>Reports To:</b>	Board of Directors	
<b>Annual Salary</b>	\$120,000 - \$130,000 plus benefits	
<b>Direct Reports:</b>	Program and property management, real property development, finance, compliance, and administrative staff and/or contractors, as assigned	
<b>PURPOSE OF ROLE</b>		
<p>Under the direction of the Board of Directors, the Executive Director is responsible for overall strategy, management, funding deployment, compliance, and operations of the Buffalo Erie Niagara Land Improvement Corporation (BENLIC) in a manner that aligns with the organization's mission and supports its strategic goals. The Executive Director ensures protection of BENLIC's financial and public assets while maintaining compliance with board directives and applicable federal, state, local, grantor, and public-authority requirements.</p>		
<b>ESSENTIAL RESPONSIBILITIES AND DUTIES FOR STRATEGIC SUCCESS</b>		
<b>Key Elements and % Time Spent</b>	<b>Key Descriptors for Success</b>	
Strategic Leadership 16%	<ul style="list-style-type: none"> <li>Partners with the Board of Directors in the development, refinement, and execution of BENLIC's annual priorities and long-term direction.</li> <li>Translates strategic goals into measurable work plans, staffing priorities, policies, and resource allocations.</li> <li>Guides organizational choice-making regarding program mix, neighborhood outcomes, affordability, strategic infill, and municipal alignment.</li> <li>Anticipates risks, policy shifts, market changes, and operational barriers and adjusts plans accordingly.</li> </ul>	
Development and Program Execution 16%	<ul style="list-style-type: none"> <li>Leads BENLIC's portfolio of acquisition, assemblage, rehabilitation, demolition, disposition, and new-construction/infill initiatives.</li> <li>Ensures projects are delivered on schedule, within budget, and in alignment with public objectives, funding restrictions, and neighborhood priorities.</li> <li>Oversees external developers, consultants, brokers, contractors, and professional service providers as needed.</li> <li>Balances production volume with quality, stewardship, and measurable community impact.</li> </ul>	
Funding, Finance, and Capital Strategy 16%	<ul style="list-style-type: none"> <li>Oversees BENLIC's budget, financial planning, cash flow, and capital deployment across a growing multi-project portfolio.</li> <li>Demonstrates specific familiarity with federal, state, and local funding sources, including the requirements attached to accepting, structuring, deploying, and monitoring public funds.</li> <li>Aligns project design and execution with funding eligibility, reimbursement rules, affordability restrictions, contracting standards, and audit expectations.</li> <li>Coordinates with accounting, audit, and fiscal partners to maintain accurate financial records and long-term sustainability.</li> </ul>	

<p>Data Management, Compliance and Regulatory Management 16%</p>	<ul style="list-style-type: none"> <li>• Ensures compliance with the Public Authorities Accountability Act, grant requirements, procurement rules, contract obligations, property transaction standards, and related federal/state/local regulations.</li> <li>• Builds and maintains internal controls, reporting systems, documentation practices, and compliance workflows needed to withstand audit and public scrutiny.</li> <li>• Identifies and mitigates regulatory, legal, financial, and reputational risk associated with publicly funded redevelopment activity.</li> <li>• Operationalizes complex requirements so staff, partners, and vendors can execute programs correctly and consistently.</li> <li>• Ensures that data systems are established to support effective decision-making, board reporting, inventory management, and impact measurement.</li> <li>• Uses data to evaluate pipeline health, project performance, budget status, disposition results, and neighborhood outcomes.</li> <li>• Provides the Board with analysis and recommendations grounded in evidence rather than activity alone.</li> <li>• Develops benchmarks that reflect both production and mission impact.</li> </ul>
<p>Team Leadership and Organizational Capacity 12%</p>	<ul style="list-style-type: none"> <li>• Develops a high-performing team with a clear sense of purpose, accountability, and mission alignment.</li> <li>• Aligns staffing, contractor support, and external expertise with BENLIC's growing operational complexity.</li> <li>• Builds internal capacity in development execution, communications, compliance, and financial administration.</li> <li>• Coaches staff, clarifies expectations, and promotes sound judgment, responsiveness, and cross-functional teamwork.</li> </ul>
<p>Relationship Management and Political Interface 12%</p>	<ul style="list-style-type: none"> <li>• Positions BENLIC favorably with municipalities, community stakeholders, government agencies, and partner organizations.</li> <li>• Leads collaborative relationships with City and County officials, participating municipalities, state agencies, funders, and peer land banks.</li> <li>• Navigates political and community dynamics with diplomacy, credibility, and sound strategic judgment.</li> <li>• Represents BENLIC at public meetings, professional functions, and stakeholder forums.</li> </ul>
<p>Communications and Public Stewardship 12%</p>	<ul style="list-style-type: none"> <li>• Oversees organizational messaging, public-facing communication, branding, and outreach related to BENLIC programs and impact.</li> <li>• Clearly communicates BENLIC's role, mission, decisions, and outcomes to diverse audiences.</li> <li>• Strengthens public understanding of land banking, redevelopment, and homeownership initiatives.</li> <li>• Maintains a visible and credible executive presence consistent with BENLIC's public mission.</li> </ul>

**PERFORMANCE MEASURES**

<p><b>May include:</b></p> <ul style="list-style-type: none"> <li>• Budget and financial stewardship</li> <li>• Funding secured and properly deployed</li> <li>• Strategic and operational execution</li> <li>• Project delivery and pipeline progression</li> </ul>	<ul style="list-style-type: none"> <li>• Program goals achieved</li> <li>• Compliance and audit readiness</li> <li>• Talent development and team effectiveness</li> <li>• Communication, partnerships, and public credibility</li> </ul>
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**LEADERSHIP CORE COMPETENCIES**

COMPETENCIES	Definitions
<b>Strategic Leadership and Execution</b>	Sets clear expectations and provides compelling direction for success now and in the future. Aligns programs, people, and resources to current and future strategy.
<b>Development and Operational Acumen</b>	Understands real estate development, land bank operations, and the levers required to move projects from concept to completion.
<b>Funding and Regulatory Navigation</b>	Demonstrates deep familiarity with federal, state, and local funding sources and the regulations attached to accepting, deploying, and remaining compliant with public funds.
<b>Leading Political Interface</b>	Bridges the interface between government, community, and organizational priorities. Navigates political issues and uses influence effectively.
<b>Building Strategic Working Relationships</b>	Develops, maintains, and strengthens partnerships with individuals and institutions that provide information, support, alignment, and opportunity.
<b>Driving for Results</b>	Sets ambitious goals and persists through obstacles to deliver both short-term results and long-range impact.
<b>Developing Talent</b>	Builds individual and organizational capability through coaching, accountability, mentoring, and effective delegation.
<b>Communication</b>	Communicates ideas and information clearly and credibly, facilitates dialogue, and builds consensus with diverse audiences.

#### POSITION REQUIREMENTS AND ADA

##### Desired Qualifications:

- Bachelor's degree required in business administration, community development, public administration, urban planning, real estate development, finance, or other related field. Master's degree preferred.
- Significant senior leadership experience in land banking, housing/community development, real estate development, public-sector or nonprofit management, or related fields.
- Demonstrated experience with public funding, grant administration, compliance, contracting, and organizational financial management.
- Knowledge, skills, and abilities in leadership and management principles, current community challenges and opportunities related to BENLIC's mission, project management, and team development.
- Proficiency in the use of computers and standard office productivity tools.
- BENLIC is an Equal Opportunity Employer.

**Resumes are due by July 31, 2026. Please submit your Resume to:**

**Daniel Castle, BENLIC Personnel Committee Chair  
C/O Erie County Dept of Environment & Planning  
95 Franklin Street – Room 1012  
Buffalo, NY 14202**