



JOB TITLE: Program Director

Reporting Manager: Executive Director

Position Status: Full-time

Classification Level: Exempt

Salary Range: \$85,000-\$95,000 with competitive benefits package

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) is a government-created, not-for-profit land bank established in 2012 following New York State's 2011 Land Bank Act. BENLIC's mission is to return vacant, abandoned, and underutilized properties to productive use across Erie County, NY. The organization focuses on blight removal, strategic parcel acquisition, new housing construction, and residential rehabilitation to strengthen neighborhoods and local communities. BENLIC works in coordination with municipalities, community partners, and residents and is part of a network of 32 land banks operating throughout New York State. Team members contribute directly to visible improvements in the built environment and long-term community revitalization.

POSITION SUMMARY:

The Program Director position is responsible for providing assistance to the Corporation through hiring, supervising, coaching and evaluating property inspectors, and coordinators, as well as providing comprehensive support across operational, financial, and administrative divisions as well as tasks related to municipal affairs, fundraising, and special projects as they develop. This position will plan, coordinate, develop and implement programs that align with the organization's mission and support the organization's goals. Additionally, the Program Director will ensure that record-keeping and statistical information is maintained, updated and communicated.

Essential Functions of the Position Include:

- Working with the Executive Director and Board, participates in the development of BENLIC's strategic plan
- Facilitates, guides and supports achievement of strategic plan by developing action plans with performance indicators, performance measures and short and long-term program goals
- Oversees and sets the expectations and standards by:
 - Ensuring a robust and lean set of processes are in place to ensure operational efficiency and effectiveness in the management of BENLIC's properties and real estate sales
 - Controlling and assisting in management of distressed property inventory across all stages of development cycle – acquisition, improvement, disposition)
 - Directing property improvement activities including bidding and soliciting contractors for work
 - Working with Foreclosing Governmental Units to increase BENLIC's property inventory



- Ensuring inspections, issues and resolutions are completing by property inspector
- Recommending corrective action when BENLIC is not meeting guidelines
- Developing internal and external best practices for program delivery
- Establishes clear project metrics, aligned with the expected results for each program and property disposition, and for the organization as a whole.
- Develops and maintains data management processes by ensuring:
 - Data systems are developed and provide information and reports to help gauge organizational and program effectiveness and drive improvements in all facets of development
 - Program goals are on track through ongoing monitors. Recommends and takes corrective actions as needed
 - BENLIC is positioned as a viable and credible resource for property disposition and development of distressed properties
- Plans, oversees and monitors:
 - Monthly payroll, accounts payable and monthly banking reconciliations
 - Compliance with ABO reporting
 - Compliance with grant activities including reporting and disbursement requests.
 - Budget development and preparation ensuring the budget meets requirements for BENLIC's programs and properties. Uses internal and external expertise as needed.
 - Property pre-and post-acquisition for designation to appropriate development program, using financial analysis
 - Possesses comprehensive understanding of Corporation's policies and procedures and ensures policy requirements are met.
 - Ensures BENLIC property is insured; adjusts property coverage insurance limits; ensures proper billing and audits are completed to accurately reflect insurance needs
 - Files 1099-MISC forms for appropriate BENLIC vendors
 - Understands and applies the rules, policies, regulations and procedures of Financial Administration for BENLIC regulation and compliance (financial authority level and approval process, financial accounting procedures, public accountability, budgeting, projecting, monitoring, reporting, financial auditing).

Position Qualifications:

EDUCATION:

- Bachelor's Degree required in business administration, community development, public administration, urban planning or other related field; Master's degree preferred

**EXPERIENCE:**

- 5 years of experience in business, non-profit operational and financial management, or related areas
- Proficient with the Microsoft Office Suite (Word, Excel, etc.)
- A valid Driver's License and reliable transportation is required

SKILLS:

- High-level management and leadership skills
- Ability to schedule and manage tasks effectively
- Conflict resolution and problem-solving skills
- Financial Management
- Human Resources Management
- Project Management
- Risk management
- Written and verbal communication skills
- Cost control and budgeting skills
- Teamwork and motivational skills
- Organizational and multitasking skills
- Some local travel is required. The individual will need to provide his or her own vehicle and will be reimbursed via IRS standard mileage reimbursement rate.

EEO Statement: Buffalo Erie Niagara Land Improvement Corporation is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, national origin, religion, sex, age, disability, citizenship, pregnancy, military status, marital status, sexual orientation, or any other characteristics protected by law.