



271 Grant Street  
Buffalo, NY 14213

p: (716) 884-0356  
f: (716) 884-0358

[www.pushbuffalo.org](http://www.pushbuffalo.org)

**Title: 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 safe, decent 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 lead BNSC's Training House program, which includes construction and development of affordable housing where BNSC will act as a General Contractor. In addition to creating affordable housing, these projects will provide opportunities for job training in green construction. In this role, the PM will be responsible for overseeing development and construction on 3 training house sites. The PM will also act as an Owner's Representative on BNSC's other development projects, and other tasks as necessary.

**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.

**Training House Project Management**

- Oversee and manage construction projects where BNSC acts as a General Contractor, including working with sub-contractors and individual trades,
- Coordinate with workforce staff and training partners to leverage paid and unpaid hands-on training opportunities for local residents on construction projects,

- Review construction plans and drawings for new projects to ensure project feasibility and compliance with Green Building goals and specific project program guidelines,
- Estimate costs for construction work
- Coordinate bidding processes for construction projects where BNSC acts as a General Contractor
- Conduct regular site visits to monitor construction progress, quality, compliance with requirements, workmanship standards, conformity with plans and specifications, code compliance, on-site safety, project schedule.
- Submittal review; ensure that the Contractor is submitting appropriate documentation and record-keeping. Review submittals for general conformance with construction documents on the Owner's behalf, and ensure that the Owner is kept apprised of items that they need to make decisions on; ensure that appropriate parties are reviewing and stamping submittals and determine if additional consultants need to review them; provide comment to the Owner on adequacy of materials specified.
- RFI review; review RFI's to ensure contractor and design/engineer/consultants are providing thorough and efficient responses, and that RFI responses are being forwarded to/from the appropriate parties; advise Owner of RFI's that may incur additional cost and/or scope change prior to implementing work.
- Change order review; review, comment, and assist in managing any change orders or potential change orders for the project. Develop procedures for the timely communication and approval of change orders
- Cost reporting/cost control; monitor project finances to ensure adherence to the project budget and prepare regular reports on project status. The PM shall monitor all costs on a project including material, labor, subcontract, equipment, and other.
- Ensure that all subcontractors and others working on site have proper insurance
- Scheduling; develop project schedule that will be followed and monitored in the field. PM will be responsible for ensuring that project adheres to project schedule

#### **Owner's Representative Work**

- Review construction plans and drawings for new projects to ensure project feasibility and compliance with Green Building goals and specific project program guidelines,
- Conduct regular site visits to monitor construction progress, quality, compliance with requirements, workmanship standards, conformity with plans and specifications, code compliance, on-site safety, project schedule.
- Attend all construction meetings with contractor, architect, and major subcontractors that are on site.
- Review and assist in development of construction contracts

#### **Other responsibilities as necessary, including:**

- Provide guidance to Property Management and Asset Management staff on construction issues in occupied housing.
- As needed, evaluate potential properties to be acquired for BNSC's property land bank

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

The ideal candidate will have extensive project management or coordination experience, especially within the affordable housing and green construction fields. The ideal candidate will also have a commitment to upholding BNSC and PUSH's mission to mobilize residents to create strong neighborhoods with quality, affordable housing, expand local hiring opportunities and to advance economic justice in Buffalo.

#### Knowledge, skills, and abilities:

- Demonstrated familiarity with and interest in community development, affordable housing, and green building;
- Strong organization skills, including good attention to detail and follow through necessary;
- Strong writing skills; Strong Excel and budget skills;
- Familiarity with Microsoft Office and Project Management software;
- Skilled at establishing priorities and managing multi-project workload;
- Willingness to participate in related organizational initiatives;
- Bilingual/bicultural a plus.

#### Minimum education level and prior job-related experience:

- Bachelor's degree and a minimum of 3 years of experience in architecture, engineering, urban planning, business, or related field
- Masters Degree in related field preferred and may be substituted for some of the experience required

## **Salary Range and Benefits**

\$45k to \$49k annually, 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 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!