
BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION

JOB DESCRIPTION EXECUTIVE DIRECTOR

Background

The Buffalo Erie Niagara Land Improvement Corporation (BENLIC) is a newly formed non-for-profit corporation established in May 2012 under New York State's Land Bank Act. BENLIC's mission is:

To confront and alleviate the problems distressed properties cause to communities by supporting municipal and regional revitalization efforts and strategically acquiring, improving, assembling, and selling vacant, abandoned, and tax-delinquent properties.

More information about BENLIC is available at www.erie.gov/BENLIC.

Position Overview

The selected candidate will be the Corporation's first Executive Director (ED) and will be responsible for the day-to-day operations of the Corporation and execution of its overall mission. The ED will serve as the Chief Executive of BENLIC. He or she will need to work closely with the Board of Directors to develop a work program consistent with the Corporation's 2013 Pilot Project and any future grants. Activities and responsibilities include, but are not limited to: strategic land assembly, demolition and vacant lot reuse, housing and real estate development, preservation, community collaboration, implementation of long term plans of the organization, and compliance with the NYS Authorities Budget Office. The ED will also need to establish new policy manuals, as well as refine existing operating rules and procedures, property acquisition and disposition guidelines, tax and maintenance cost recapture policies, and more. The individual must work very closely with other governmental and non-governmental stakeholders in the community. As this is a start-up organization, initial responsibilities will include some administrative duties, fundraising, program development, and planning related activity.

Responsibilities

1. Administrative

- Preparation of the organization's annual report.
- Oversight of real estate transactions and leases.
- Oversight of organization's employees and professional service contracts -- including but not limited to, legal, accounting, and brokerage services, and property maintenance contracts.
- Ensure compliance with grants management requirements.
- Ensure compliance with the Public Authorities Accountability Act.

2. Financial

- Preparation of the organization's annual budget.
- Coordination with the Fiscal Agent to ensure accurate accounting.
- Fundraising through grant writing and accurate articulation of the organization's accomplishments.

3. Strategic Planning

- Analyze property acquisition proposals submitted to the organization through the Request for Foreclosure Process and from each of the participating Foreclosing Governmental Units and make recommendations to the Board of Directors.
- Planning and budgeting for the management, maintenance, improvement, and marketing of BENLIC's real property inventory according to all disposition/redevelopment plans.
- Partner with the Board of Directors in the development of current and long-range organizational goals and objectives, as well as policies and procedures for all operations.

4. Intergovernmental and Public Relations

- Collaboration with other NY land banks, and other affiliated local, statewide, and national organizations.
- Regional and state-level advocacy for policy and legislative initiatives in support of BENLIC's mission.
- Coordination with City and County government officials and elected bodies.
- Coordination with the BENLIC Working Group and Technical Advisory Committee.
- Outreach and communication with neighborhood organizations, business associations, and block clubs.

5. General

- Represent BENLIC at professional and public functions, including speaking engagements.
- Keep abreast of the latest trends and best practices in land bank operations and urban redevelopment.
- Must be able to travel to attend conferences, training, and other events as required to maintain proficiency in fulfilling the responsibilities of the position.
- Other duties as identified by the Board of Directors.

Preferred Qualifications

- A Master's degree in Urban Planning, Real Estate Finance, Public Administration, or closely related field.
- Two to five years of experience with a land bank, in real estate development, community development activity, or related work. Five to eight years of such experience is preferred with a bachelor's degree.
- Thorough understanding of recent and historical trends in community planning and real estate development, including the development challenges faced by communities throughout Erie County.
- Experience developing and managing a not-for-profit organization.
- Experience with grants management and regulatory compliance.
- Excellent written and verbal communication skills and the ability to clearly articulate and describe complex concepts to diverse audiences.
- Effectiveness with policy-based advocacy, consensus building, and facilitating dialogue with elected bodies, municipal officials, other public agencies, neighborhood groups, and other stakeholders.
- Comfort acting as the administrator of a property database to track the maintenance, redevelopment, and marketing of a growing property inventory.
- Proficiency with Microsoft Office Suite.

Required Qualifications

- A bachelor's degree.
- A valid NYS driver's license.
- Two or more years of experience in a managerial or leadership role.
- Must reside in or be willing to move to Erie County.

Compensation:

- Salary Range: \$65,000-\$85,000; Benefits: to be determined

To Apply:

Please submit a resume and cover letter **by Friday, December 27, 2013** to: BENLIC, Attn: Maria Whyte, c/o Erie County DEP, Rath Building 10th Floor, 95 Franklin Street, Buffalo, NY 14202. Electronic submissions will be accepted at BENLICmail@erie.gov.

BENLIC is an Equal Opportunity Employer