

Niagara Orleans Regional Land Improvement Corp.

6311 Inducon Corp. Dr.

Sanborn, NY 14132

Tel (716) 278-8761

Summary:

The Niagara Orleans Regional Land Improvement Corp. (NORLIC) is seeking applicants for the position of Project Manager. This is a full time position, managing a 501(c) (3) organization that was formed to address vacant, abandoned, and tax delinquent properties in Niagara and Orleans County.

Under the direction of the Board of Directors, and the Executive Director, the Project Manager will be responsible for the overall management and operation of the Land Bank's residential projects. The Project Manager will need to be a public-facing leader who will engage NORLIC's partners, gain a working knowledge of NORLIC's priorities, and deploy measures to participate within community plans and programs.

Essential Duties and Responsibilities:

- Interface with the partnering municipalities within Niagara and Orleans government
- Build industry relationships with the NYS and US government agencies, non-profit organizations and foundations, community-based groups, and other entities
- Maintain open communication with Board of Directors and present updates and action items at board meetings
- Coordinate the distribution of information to the public (website, social media, email lists, etc.)
- Become familiar and up to date with the various program opportunities that provide funding to land banks
- Identify opportunities to leverage existing financing to secure additional funds that will support land bank operations
- Oversee grant awards, create notification and application processes to administer grant funding
- Grant administration could include- tracking expenditures; coordinating terms with legal counsel, development of work plans, creating project budgets, monitoring progress and achievement of deliverables, and generating required reporting for public and private grantors
- Planning for strategic acquisition, disposition, and assembly/holding of property in accordance with plans developed by municipal governments
- Represent the interests of NORLIC in cooperative development plans
- Oversight of real estate transactions
- Oversee accounting functions in coordination with administrative staff and professional accounting firm necessary for audits, budgeting, financial analysis, and in accordance with applicable policies, rules and guidelines
- Assist in the preparation of annual reports to the municipality and Public Authorities Reporting Information System, and others as required

- Provide feedback recommendations of vendor services to ensure that providers such as legal counsel, accounting, insurers, benefit providers, contractors, and others best meet the needs of NORLIC
- Assist in the development of current and long-term organizational goals and objectives as well as policies and procedures for optimal operations. This will include the collection and analysis of data, awareness of national best practices, community surveying, and other tasks to shape the organizations plans and work as they arise.
- Must be able to travel to attend conferences, training, and other events as required to maintain proficiency in fulfilling the responsibilities of the position

Education and Experience:

A Bachelor’s degree in real-estate development, urban planning, public administration, architecture or related field is strongly preferred. The program manager must have professional experience in a related field with some focus on aspects of real estate work. Knowledge of, residency in, the Counties of Niagara or Orleans will be favored.

Preferred Qualifications:

- Experience with a land bank, in real estate development, or community development activity, or with related work.
- Thorough understanding of recent and historical trends in community planning and real estate development, including the challenges faced by communities in Niagara and Orleans County as related to the mission of the land bank
- Experience developing and managing a not-for-profit organization’s operating budget
- Experience with grants management and regulatory compliance
- Excellent written and verbal communication skills; the ability to clearly communicate and present complex concepts
- Experience and effectiveness in a leadership and advocacy role
- Effectiveness and comfort with policy-based advocacy, consensus building, and facilitating dialogue with elected bodies, municipal officials, and other public agencies

Closing Date: December 3, 2021

Submission Requirements: Individuals who are interested in the Program Manager position should submit a detailed cover letter, resume, and references to the address or email below. Submit all materials by December 3,2021.

Andrea Klyczek, Executive Director, Niagara Orleans Regional Land Improvement Corporation: 6311 Inducon Corp. Dr. Ste. 1, Sanborn, NY 14132

Please direct questions to: Andrea Klyczek (716)278-8761 or andrea.klyczek@niagaracounty.com or info@niagaracountybusiness.com.