Buffalo Urban Development Corporation
95 Perry Street
Suite 404
Buffalo, New York 14203

phone: 716-856-6525
fax: 716-856-6754

JOB POSTING

POSITION: **Grants Management and Compliance Associate**

REPORTS TO: **BUDC Leadership Team**

SALARY LEVEL: **$70,000 – $75,000 Annually**

PRINCIPAL RESPONSIBILITIES

- Maintain a clear understanding of BUDC Projects; project funding sources and processes.
- Establish and maintain standard processes, forms, operating policies, and procedural guidelines for BUDC grants and reimbursement as necessary.
- Coordinate with BUDC Project Managers to maintain the funding matrix for projects; research additional funding sources and funding requirements.
- Coordinate with BUDC Project Managers and or/ Accounting staff to manage budgets and payments to contractors and consultants.
- Validate contractor invoices against contract terms and confirm all supporting documentation is present for payment and reimbursement processing.
- Follow-up with consultants, contractors and/or relevant project partners to obtain missing, incomplete documents to support grant reimbursements, reporting needs, etc. Attempt to resolve issues and escalate when needed.
- Monitor contractor and consultant insurances and expiration dates.
- Act as the lead for grant compliance, overseeing disbursements, fund draws, and strict adherence to regulatory requirements.
- Serve as primary contact for grant reports and manage other requirements of funding contracts received by BUDC, including budget, invoicing and financial tracking.
- Review project contracts and commitments currently in place or pending.
- Review requirements for funding contractual obligations — M/WBE, Prevailing Wages, etc.
- Report BUDC payments associated with Empire State Development (ESD) in the New York State Contract Reporter
- Maintain cooperative working relations with project partners; utilities, public officials, public and civic groups, and economic development organizations.
- Other tasks relevant as deemed necessary by the BUDC Leadership Team.

Hon. Sean Ryan, Chairman of the Board • Dennis Penman, Vice Chairman • Brandye Merriweather, President
Rebecca Gandour, Executive Vice President • Mollie Profic, Treasurer • Atiqa Abidi, Assistant Treasurer • Kevin J. Zanner, Secretary

QUALIFICATIONS:

- Education/Degrees: A Bachelor's Degree in a business related field, preferably with an emphasis on accounting and/or finance.

- Experience: 1-2 years in financial services, accounting; compliance, grant management and/or public sector economic development.

KEY SKILLS AND CHARACTERISTICS:

- Professional attitude
- Strong accounting, communication, writing and analytical skills
- Proactive
- Detail oriented
- Well Organized
- Can work well independently
- Collaborative with strong problem solving skills

RESIDENCY REQUIREMENT:

As a condition of employment, all applicants must be a domiciled resident of the City of Buffalo at time of appointment for 90 days and maintain residency during their tenure with the Buffalo Urban Development Corporation.

Applicants should send a resume and cover letter to Brandye Merriweather, BUDC President at bmerriweather@buffalourbandevelopment.com no later than *Friday, December 4, 2027*.

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