

Buffalo Urban Development Corporation

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Buffalo, New York 14203

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JOB POSTING

POSITION: Northland Project and Cost Manager

REPORTS TO: BUDC Leadership Team

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

PRINCIPAL RESPONSIBILITIES

Project and Cost Management

- Prepare work scopes and solicitations for consultants, contractors and other third-party work efforts.
- Manage consultant, contractor and other third-party work in the areas of architectural and environmental studies, urban planning, real estate market analysis, and construction within the Northland Corridor.
- Prepare appropriate documentation and presentations for approvals by senior management, governing committees and boards for development projects.
- Maintain a clear understanding of the overall project funding sources and process.
- Coordinate with partners to maintain the funding matrix for the project; research additional funding sources and funding requirements;
- Validate contractor invoices against contract terms and confirm all supporting documentation is present for payment processing.
- Manage budgets and payments to contractors and consultants.
- Monitor contractor' insurances and expiration dates.
- Review and negotiate Contractors assessment of proposed Change Orders.
- Coordinate and attend regular meetings of key project members, including developing meeting agendas and issue meeting minutes, if necessary.
- Monitor correspondence and minutes to provide “early warning” advice on any matters likely to affect the project or budget or schedule.
- Visit site regularly to check on quality of work and compliance with schedule.
- Provide status reporting of budget, schedule, and issues.
- Identify and communicate matters which require specific approval or direction to BUDC Leadership

- Maintain cooperative working relations with project partners; utilities, public officials, public and civic groups, and economic development organizations.
- Emphasis on equity and inclusion in projects and BUDC initiatives.

Project Compliance

- 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.

QUALIFICATIONS:

- Education/Degree: Bachelor’s Degree in Finance; Accounting; Construction; Business or related fields. Masters degree preferred.
- Experience: Minimum three (3) years experience in Project Management; Cost Management or Compliance. Experience in Real Estate Development (including property due diligence & development), and/or Economic Development (including project management & financial incentives) desirable.

KEY SKILLS AND CHARACTERISTICS:

- Professional attitude
- Strong accounting, communication, writing and analytical skills
- Proactive
- Detail oriented

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, May 29, 2026*.