

*Polish Community Center of Buffalo, Inc., dba:  
Lt. Col. Matt Urban Human Services Center of WNY  
1081 Broadway, Buffalo, NY 14212*

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**JOB POSTING**

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**Chief Community Development Officer**

The Chief Community Development Officer (CCDO) will serve as a critical member of the senior leadership management team of the Matt Urban Center. The CCDO is responsible for the management of the properties and housing development projects that are owned and/or managed by the agency. The CCDO ensures compliance with program delivery requirements, including owner-occupied housing rehab, homebuyer activities, weatherization, rental housing rehab and development, asset management and affordable housing finance. Additionally, the CCDO must have experience working at a non-profit agency, as well as supervisory experience, and the ability to work as part of a team, and provide leadership, guidance, and advice to housing department staff. Must have grant writing experience and the ability to develop and administer housing program grants including budget production, draw-downs and required reporting to funding agencies. Reviews and signs off on technical construction packages for adherence and compliance to Federal, State, and City regulations. Build, maintain and manage key relationships with public and private sector partners, such as architects, contractors, real estate developers, attorneys, government agencies, lenders, consultants, community organizations, and residents.

**Minimum Qualifications:**

Master's Degree in Urban Planning, Business Administration, Government Relations or related field and evidence of at least five (5) years of full time experience in affordable housing finance, non-profit project feasibility, asset management, community development, or real estate.

Organizational abilities required to maintain records, meet deadlines and document activities through the processing and preparation of reports. Strong working knowledge of Microsoft Office Suite software, as well as excellent verbal and written communication skills. Commitment to accuracy, attention to detail, time management and team building skills are required.

Must have the enthusiasm and experience to work in an underinvested community to empower residents with the skills and services that provide wealth building opportunities.

Please email cover letter and resume to [kbaer@urbanctr.org](mailto:kbaer@urbanctr.org)

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*The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status*