



Job Description

Job Title: Planning & Program Manager

Status: Full Time

Expected Salary Range: \$60,000 - \$70,000 based on experience & qualifications

Job Post Date: January 8th, 2024

BNMC Website: www.bnmc.org

Job posting will remain open until the position is filled.

Working at BNMC includes comprehensive health and retirement plan options, generous paid time off, and other perks.

About BNMC

BNMC brings people together to create positive social and economic impact within our community. We manage the premiere innovation district and economic engine of WNY, the Buffalo Niagara Medical Campus, and are helping build an innovation ecosystem that focuses on breaking down barriers to a higher quality of life for all in our region.

Our four strategic pillars are:

District: Creating a vibrant, accessible, inclusive and attractive place for our community through the planning and management of the Buffalo Niagara Medical Campus.

Transportation: Coordinating the development of safe, sustainable, inclusive, and convenient transportation options that make it easy to access the many resources and opportunities in our district and beyond.

Innovation Community: Advancing an inclusive and collaborative entrepreneurial ecosystem that builds community wealth through high quality programming, workspaces, and connections to opportunities and resources.

Health & Well-Being: Cultivate a culture of wellbeing by addressing social determinants of health, including access to healthy food, healthy environments, active living, economic opportunity, and social/emotional regeneration.

Our Values:

- We value new thinking, new ideas, innovation, and entrepreneurship.
- Diversity, equity, and inclusion are at the core of all that we do.
- Building community and integrating networks makes us who we are.
- Sustainability and health are driving forces in all that we undertake.

About the Job Opportunity

We are seeking a highly motivated person to join our team as a Planning & Program Manager. This is a new position. The Planning & Program Manager will be responsible for helping with campus master planning, transportation planning, project management, data collection and analysis, and community engagement.

Primary Responsibilities:

- Help manage planning and projects related to parking & transportation, placemaking, real estate and infrastructure improvements.
- Help manage transportation demand management initiatives, including working with service providers, employers and employees on strategies to improve access to and encourage the use of sustainable travel options such as transit, biking, walking, and carpooling.
- Assist in the preparation of grant applications and grant reports.
- Help with community engagement activities for various BNMC initiatives.
- Help create digital and print materials, and presentations for diverse audiences.
- Help collect, analyze, and present campus and neighborhood data and BNMC performance metrics.
- Perform other job-related duties as requested.

Qualifications:

- Bachelor's degree in Urban Planning or a related field.
- At least 1 – 3 years of experience in related duties.
- Demonstrated knowledge in urban planning & design, transportation planning, and transportation demand management.
- Exceptional verbal and written communication skills and ability to interact effectively with diverse audiences.
- Strong project management skills and ability to meet project deadlines.
- Ability to work independently and in a team environment.
- Ability to have a flexible schedule that may include some evening hours related to community engagement activities.

- Ability to work on several projects or requests simultaneously.
- Proficient in Microsoft Office Suite.
- Preferred proficiency in design software, such as Adobe Illustrator.
- Preferred proficiency in GIS, such as ESRI Arc GIS.

How to Apply

Please email **your resume and 1 page cover letter to employment@bnmc.org**. The posting will be live until the position is filled. Please note that applications will be reviewed on a rolling basis. We thank all applicants - however, only candidates selected for a follow-up will be contacted.