

Notice of Vacancy

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| Date Posted: | May 26, 2026 |
| Title of Position: | Resiliency Grants Manager |
| Number of Vacancies: | One (1) Provisional Appointment |
| Salary Range: | \$62,006-\$74,351 Annually |
| Location: | Treatment Plant |
| Shift: | 7:30am-3:30pm |
| Employment Type: | Full Time |
| Benefits: | Full Benefits, Outlined Below |

Distinguishing Features of the Class

Incumbents to this position are responsible for the researching, development, writing, submissions and managing of private and public funding opportunities that will enhance the City's ability to respond to, mitigate against and better prepare for extreme weather events as a result of global climate change. The incumbents will work across City departments, including but not limited to, The Buffalo Fire Department, the Police Department, the Department of Public Works, the Department of Finance and Administration, and the Office of Strategic Planning to advance the City's Sustainability and Resiliency Strategy and identify resources to execute it.

Typical Work Activities

Works with City and Departmental leadership to identify activities and initiatives that may be eligible for public or private philanthropic funding;
Researches and prepares grant and other funding applications;
Develops and maintains computer files and reports relating to grant applications;
Assists in the management of any grants and preparation of any reports required by the funder/s;
Collects, compiles and presents statistics and information relating to grant activity (outcomes, outputs, deliverables, etc.);
Assists in the preparation of any sustainability and resiliency plans the City develops and implements;
Researches best practices employed in other municipalities and determines whether they are replicable in the City of Buffalo and potential funding streams for them;
Responds to requests for information or documents relating to grant applications;
Collaborates with other governmental agencies, non-profit organizations, research institutes and other community stakeholders;
Performs related duties as required to meet the needs, goals and objectives of the project.

Minimum Qualifications

1. Master's Degree from a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education in Urban Planning, Public Administration, Environmental Science or a related field.

OR

1. Bachelor's Degree from a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of

Education/U.S. Secretary of Education, in Environmental Design or a related field, and five years' experience in grant writing, municipal administration or a related field in grant management.

Additional Requirements

All employees of the Buffalo Sewer Authority must be able to prove continued residency within the City of Buffalo for the duration of their employment. Initial residency waivers may be available for hard-to-fill positions to allow candidates time to establish residency within the City of Buffalo.

Supplemental Information:

Knowledge, Skills, Abilities and Personal Characteristics,

Good knowledge of the principles involved in grants research, writing and management;

Awareness of resiliency and sustainability research especially as it relates to municipal operations and extreme climate event mitigation;

Ability to present and reports clearly and concisely in oral and written form;

Ability to establish and maintain effective working relationships with department heads, city, county, state, federal and community-based agencies;

Physical condition commensurate with the duties of the position.

Why the Buffalo Sewer Authority is a Great Place to Work:

Working at the Buffalo Sewer Authority is more than just a job, it is your path to a career. Most all positions at the BSA promote into other positions, providing you with a career path for advancement and growth.

The Buffalo Sewer Authority also provides an exceptional, second-to-none, benefits package to meet the diverse and changing needs of our employees, which includes:

- Generous family healthcare at little or no cost to you, including:
 - Medical, Vision and Dental Coverages
- Life Insurance (basic and supplemental)
- Tuition reimbursement for continuing certifications, licensures and college courses
- Membership into the New York State retirement and pension system
- 457b – New York State Deferred Compensation Plan
- Substantial leave time, including:
 - Vacation, personal leave and sick leave days
- 14 paid holidays annually
- Employee Assistance Program for employees and family members

How to Apply:

All applicants must apply in writing for the above position and specifically detail all experience and qualifications related to the position. The resume/letter of interest is to be submitted to:

Crystalee Lozada, Human Resources
Buffalo Sewer Authority
1038 City Hall
Buffalo, NY 14202

Or via email to: BSA_HR@buffalosewer.org

RESUMES AND/OR LETTERS OF INTEREST MUST BE RECEIVED BEFORE THE CLOSE OF BUSINESS ON June 8, 2026.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED ON A ROLLING BASIS. THIS POSITION WILL REMAIN OPEN UNTIL FILLED

****Employment with Buffalo Sewer will adhere to the rules and regulations of New York State Civil Service Law. ****