

JOB OPENING -
February 10, 2014

JOB TITLE: Deputy Director, NYC REDC

Location: New York City

DEPARTMENT: Regional Office

BASIC FUNCTION: Reporting to the ESD Regional Director, the Deputy Director, New York City Regional Economic Development Council (REDC), will be charged with helping the Regional Director to direct and manage New York State's Regional Council initiative in the New York City region; work with the Regional Director on the day-to-day logistics of the Regional Council, including preparing agenda and materials for meetings, assisting with the Consolidated Funding Application (CFA), structuring incentive packages for CFA applicants, and guiding deals through the necessary board and public approval processes; and will work as part of the ESD Regional Office staff, originating and managing ESD projects to assist with business retention, expansion and start up in the New York City Region.

WORK PERFORMED:

- Assist ESD Regional Director in directing operations and logistics of Regional Council on a day-to-day basis.
- Provide staff support for the NYC REDC, including the following: assist with external communications with REDC; assist with NYC REDC meeting set-up; communicate with members' staff; draft memorandum and other documents for NYC REDC members; assist with the NYC REDC consolidated funding application scoring; assist NYC REDC in developing and implementing its strategic plan and the progress reports; assist in facilitating NYC REDC work group meetings.
- Market the CFA with stakeholders throughout the region. Assist "clients" with navigating the CFA.
- Structure and negotiate State involvement in awarding benefits through CFA.
- Perform project review, analysis and evaluation. Together with ESD Regional Director, make incentive and funding recommendations to senior management.
- Prepare various administrative documents, including the following: project origination documents; reports; presentations; budget materials; memoranda; and other documents as needed.
- Coordinate and collaborate with Governor's office, ESD CEO, the NYC REDC and other State and local agencies to implement CFA projects.
- Work with Regional Director in overseeing the reporting of Regional Council project progress and economic impact.
- Build and maintain relationships with governmental and quasi-governmental entities, real estate & business groups, civic & community organizations, cultural & professional organizations, and advocacy groups in the region.
- Maintain close contact with IDA's, Chambers, municipalities, local development corporations and other key economic development agents to coordinate with and assist them with client servicing and business outreach efforts. Attend necessary events.
- Respond to inquiries from small businesses, start-ups and ongoing concerns that come to the regional office for guidance.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor degree in Business Administration, Finance, Marketing, Economics or other related field; Masters in business administration or public administration, law, or accounting, preferred.

Relevant experience required: 5+ years experience in urban or regional development and/or in economic development policy formulation.

Knowledge required: Project development and government relations, familiarity of real estate finance, financial statement analysis, public policy, data analysis, effective writing and oral communication skills a must. Strong computer skills preferred.

APPROXIMATE HIRING SALARY: \$79,288 - \$90,000

INQUIRE: Maria Gately, HR Manager

DEADLINE: At least 2 weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER