



Job Opening
March 23, 2016

JOB TITLE: Assistant Vice President
DEPT: Portfolio Management & Project Finance

LOCATION: NYC

BASIC FUNCTION:

Assist the Vice President oversees ESD's financial analysis and underwriting of businesses, the administration of the commercial loan portfolio and compliance with ESD agreements.

WORK PERFORMED:

- Assign and review the financial analysis of corporations, not-for-profits and government entities applying for state assistance and aid project origination team structure deals.
- Help oversee the enhanced loan underwriting process from initial determination through Board approval.
- Assign and review recommendations made to ESD's Workout Committee and the Board of Directors.
- Provide guidance and direction for the Employment Penalty Review process and verification.
- Ensure timely delivery and submission of departmental products.
- Develop financial models to evaluate various real estate development proposals
- Develop strategies to reduce risk and enhance financial performance of portfolio projects.
- Provide high level financial analysis assistance to various other departments, including real estate, venture capital, loans & grants, and other state agencies.
- Manage production of relevant data and reports necessary to assist in monitoring and tracking of information related to repayments, financial performance and loan status.
- Schedule meetings with staff and provide project updates to the Vice President.
- Conduct site visits on ESD grantees and borrowers.
- Perform other related duties as assigned by the Vice President.

EDUCATION & REQUIREMENTS:

Education level required: BA/BS. JD or MBA in Finance desirable.

Relevant experience required: Minimum 5+ years of experience in commercial/real estate finance, corporate law, workouts or related experience. Supervisory experience and a strong background working on financing aspects of large-scale, real estate development projects.

Knowledge required: Strong knowledge of corporate finance and workouts. Excellent written and oral communications skills.

APPROXIMATE STARTING SALARY: Up To \$100,000

INQUIRE

Leah Schanke, AVP-Human Resources

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