



<b><u>POSTING DATE:</u></b>	March 31, 2016	<b><u>START DATE:</u></b>	ASAP
<b><u>JOB TITLE:</u></b>	Associate, Real Estate and Planning	<b><u>LOCATION:</u></b>	633 Third Ave. New York, NY 10017
<b><u>DEPARTMENT:</u></b>	Real Estate and Subsidiaries	<b><u>SALARY:</u></b>	\$60,000

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## **POSITION DESCRIPTION:**

Empire State Development (ESD) is the State of New York’s chief economic development agency. The mission of ESD is to promote a vigorous and growing economy, encourage the creation of new job and economic opportunities, increase revenues to the State and its municipalities, and achieve stable and diversified local economies. Through the use of loans, grants, tax credits and other forms of financial assistance, ESD strives to enhance private business investment and growth to spur job creation and support prosperous communities across New York State.

ESD’s Real Estate and Subsidiaries Division is a small and fast-paced team charged with the oversight and delivery of numerous large-scale development projects across the State—including the development of the Empire Station Complex, the expansion of the Javits Center, and the redevelopment of the Buffalo Inner Harbor, to name a few—through corporate subsidiaries. The division also leads the marketing and disposition of many surplus state properties—for example, issuing Requests for Proposals for recently decommissioned correctional and mental health facilities and then negotiating sale agreements with selected developers. Examples of projects can be found on ESD’s website at: [http://esd.ny.gov/Subsidiaries\\_Projects.html](http://esd.ny.gov/Subsidiaries_Projects.html) as well as in coverage of Governor Andrew M. Cuomo’s 2016 State of the State Address at: <https://www.ny.gov/2016-state-state-and-budget-address/built-lead-infrastructure-program>.

The Associate will serve as an integral member of the Real Estate team on many of these projects by providing a wide range of supporting research, analysis, and recommendations related to real estate planning, finance, development and transaction. In doing so, the Associate will have the opportunity to support various Real Estate team members while reporting to the Executive Vice President for Real Estate Development and Public-Private Partnerships. Working at ESD Real Estate will offer the chosen Associate the rare opportunity to work on some of the most exciting elements of Governor Cuomo’s economic development agenda by supporting high-profile public projects expected to impact millions of New Yorkers for generations to come. Among other roles, the Associate will be expected to participate in and support real estate site tours, developer interviews, public hearings, and meetings with state and local officials, and consultants.

In seeking its Associate, ESD Real Estate is looking for a motivated, energetic, enthusiastic, and highly capable individual who is eager to learn, passionate about real estate and economic development, and amenable to a dynamic and fast-paced environment on high-profile projects.

## **WORK TO BE PERFORMED:**

- Attend and staff meetings with and on behalf of the Real Estate team, including meetings with real estate developers, urban planners, planning consultants, and other local and state officials.
- Research best practices as it relates to public private partnerships, infrastructure development and the redevelopment of former government facilities.

- Prepare and update project timelines, organizational charts, and other project management documents associated with planning, design, environmental review, and construction.
- Perform analyses to support the master planning, urban design, and development of specific real estate parcels and areas, including financial analyses related to property values, rents, taxes, construction costs, environmental and historic features, re-uses, zoning, etc.
- Perform due diligence and research related to development companies, state-owned properties, urban planning efforts and various other real estate development projects.
- Draft requests for proposals, presentations, policy memoranda, procurement documents and various other briefings and communications with respect to real estate and economic development.

### SUPERVISION

The Associate is not expected to directly supervise employees but may be expected to help supervise interns and will work with other agency staff in furtherance of Real Estate team projects.

### SUPERVISION RECEIVED

Supervisor (Direct): Executive Vice President of Real Estate and Public-Private Partnerships

### TRAVEL

Minor travel, with 0-5% of time expected to be spent working outside of New York City.

### JOB QUALIFICATIONS DESIRED

**Education:** Bachelor's degree in urban planning, design, architecture, real estate, finance, public policy or similar field required; Graduate-level degree in similar field preferred.

**Experience:** 2+ years of work experience in at least one of the following fields: economic development, urban planning, public administration, real estate or professional services; Experience in transportation and infrastructure projects a bonus; Experience working with real-estate pro formas preferred.

**Knowledge:** Knowledge of public policy, urban planning, design, real estate, public policy and related fields.

#### **Competencies:**

- Active listening: validates problem hypotheses and potential solutions with staff, managers and external constituents; listens to broader environment to identify and understand sensitivities.
- Big picture thinking: ability to quickly get up to speed with complex government bureaucracies, programs and policies; employs systems-level thinking to understand goals and interdependencies across agency; considers the impact of a decision both internally and externally, short and long-term.
- Collaborating: builds supportive, trusting relationships with agency colleagues; cultivates network of diverse colleagues from which to solicit information, feedback and resources; seeks to understand needs of colleagues and proactively identifies opportunities and offers to provide support.
- Detail-orientation: carefully reviews work products before advancing to colleagues and external stakeholders in order to submit work that is context-appropriate, clear and error-free.
- Problem-solving: ability to identify, prioritize and address performance deficiencies by focusing on the "20% of the issue driving 80% of the result"; skill at breaking complex problems into manageable components; willingness to question and revisit the status quo; ability to navigate bureaucratic impediments to achieve pragmatic results.
- Summarizing: communicates in ways understandable to intelligent non-experts; summarizes key points efficiently and clearly; prepares professionally-written materials suitable for dissemination.

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**TO APPLY:** Interested candidates should email a copy of their resume and brief cover letter summarizing their interest to Kevin Hansen, Director of Real Estate Development, at [kevin.hansen@esd.ny.gov](mailto:kevin.hansen@esd.ny.gov). Applicants are encouraged to apply as soon as possible, as the position will be open until filled.

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