

JOB OPENING
April 2013
(Originally posted April 27, 2012)

JOB TITLE: Project Manager

LOCATION: (NYC)

DEPARTMENT: Loans & Grants

BASIC FUNCTION:

All facets of project management from point of grant or loan offer acceptance through funding disbursement for businesses and other organizations such as Industrial Development Agencies, municipalities, and not-for-profit organizations. Review applications submitted for assistance. Prepare projects for presentation to ESD Board of Directors for approval and manage projects through final disbursement.

WORK PERFORMED:

- General management of a portfolio of 80-100 active grants and loans, including review of applications, management of approval and funding process, compiling and reviewing information, negotiating terms, and preparing board approval documents and contracts.
- Communicate with applicants and applicant reps, including telephone, email and paper correspondence.
- Ensure that project information is accurate in the web-based Project Tracking System.
- Coordinate with internal contacts (Origination, Finance, Design and Construction, Affirmative Action, Legal) in the preparation of board approval, materials, contracts, project status reports, and other documents appropriate for the review/management of projects.
- Review requests for disbursement, perform desk audits, work with project attorneys for loan closings, and oversee grant disbursements.
- Assume a variety of Department-wide responsibilities as assigned, such as writing briefing memos, preparing complex spreadsheets, reviewing and improving paper and online processes, ensuring compliance with regulatory requirements, and managing data and budget information

EDUCATION & REQUIREMENTS:

- Bachelors degree in Business, Liberal Arts and Sciences; Masters degree preferred in Business, public administration, liberal arts, social sciences, urban planning, architecture or similar fields.
- Minimum 3-5 years direct, extensive experience in one or more of the following fields: economic development, government, planning, public administration, or related business or not-for-profit area.
- Excellent written and verbal communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Demonstrated ability to efficiently manage multiple projects/tasks simultaneously, take initiative, and work independently.
- Familiarity with business, non-profit, and governmental agencies and general knowledge of New York State's geography and economies.
- Strong attention to detail and independent follow through are highly important
- Microsoft Office, particularly Excel and Word; Database management

APPROXIMATE HIRING SALARY: Up to \$62,000

Maria Mooney, HR Manager, ESDC

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