

JOB OPENING
July 28, 2015

JOB TITLE: Senior Project Manager
DEPARTMENT: Regional Office

Location: NYC

BASIC FUNCTION:

Under the direction of the ESD Regional Director, originate and manage projects to assist with business retention, growth and start up in the New York City region. Assist the ESD Regional Director with the work and activities of the New York City Regional Economic Development Council ("NYC REDC"). Perform project review, analysis and evaluation of business expansion projects.

WORK PERFORMED:

- Source and originate grant and loan deals in alignment with the NYC REDC strategic plan and ESD program guidelines.
- Structure and negotiate state discretionary incentives to induce job creation and retention projects involving businesses, developers, non-profits and local governments.
- Build and maintain relationships with governmental and quasi-governmental entities, real estate and business groups, civic and community organizations, cultural and professional organizations, and advocacy groups in the region.
- 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.
- Provide staff support for the NYC REDC, including the following: 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.
- 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.
- Establish and maintain contact with senior managers and executives of target industry companies operating in New York City Region to promote ESD economic development agenda.
- Respond to inquiries from small businesses, start-ups and ongoing concerns that come to the regional office for guidance.
- Other projects as assigned by Regional Director.

EDUCATION & REQUIREMENTS:

- Education Level required: Bachelor's degree with strong financial and economic development background. Professional degree, including masters in business administration or public administration, law, or accounting, preferred.
Relevant experience required: 5+ years relevant experience required.

- 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: Up to \$71,544

INQUIRE

Maria Gately, HR Manager, ESD

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