



Job Opening
September 16, 2016

JOB TITLE: Project Manager
DEPARTMENT: Regional Office

LOCATION: WNY

BASIC FUNCTION:

Originate and manage projects to assist with business retention, growth and start up in the WNY Region. Assist Regional Director with Regional Economic Development and Consolidated Funding Application administration and processing.

WORK PERFORMED:

- Develop project analysis and review.
- Responsible for coordinating financial analysis of projects with ESD Finance team.
- Prepare various administrative documents, including project Origination paper work, reports, presentations, budget materials and other documents as needed.
- Monitor project compliance as per ESD guidelines and regulations.
- Monitor, prepare, and analyze Consolidated Funding Applications submitted to the Regional Office.
- Maintain an understanding and participate in the WNY Regional Economic Development Council's work and project review.
- Maintain close contact with regional industrial development agencies ("IDAs"), local development agencies, chambers of commerce, municipalities, 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 project managers and executives of target industry companies operating in WNY Region (assigned counties) to promote and facilitate their retention, expansions or diversification in NYS.
- Regional Office liaison to various organizations as assigned.
- Respond to unsolicited inquiries from small businesses, start-ups and ongoing concerns that come to the Regional Office, which require more information than can be provided by administrative staff.
- Other projects as assigned by Regional Director and Deputy Regional Director.

EDUCATION & REQUIREMENTS:

Education Level required: bachelor's degree with strong financial and economic development background. Professional degree, including master's degree in business administration, public administration, or regional planning, law, or accounting, preferred.

Relevant experience required: 3-5 years relevant experience required.

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

APPROXIMATE HIRING SALARY: Up To \$50,000

INQUIRE

Maria Gately, HR Manager - Human Resources Dept., ESD Corporation

DEADLINE: At least two 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