

October 21, 2014

**JOB TITLE:** Sr. Program Manager, Origination  
**DEPARTMENT:** Regional Offices

**LOCATION:** Central NY-Syracuse

**BASIC FUNCTION:**

An originator's primary responsibility is to assist the regional director in developing financial assistance packages, reviewing funding applications, and preparing and presenting requests for funding approvals to senior ESD management prior to preparation of written funding offers.

**WORK PERFORMED:**

- Explain ESD programs to potential funding applicants. Qualify organizations for funding eligibility
- Prepare requests for funding offers
- Present funding requests to ESD's Project Review Committee
- Develop funding offers
- In conjunction with an ESD Project Manager, monitor projects until and after completion
- Represent ESD or make presentations to outside constituents, including business groups and economic development partners.
- Special assignments as given by Regional Director

**EDUCATION & REQUIREMENTS:**

Education level and Experience required:

- Bachelor's degree in Business, Accounting, Public Affairs or other Relevant area
- 3 years' relevant experience
- Prior experience with Industry Development Authority (IDA) or Regional Planning Board, Bank or other Economic Development entity

Skills/Ability required:

- Strong interpersonal, communication and organizational skills, with exceptional customer service skills.
- Ability to interact professionally people at all levels.
- Excellent analytical skills required.
- Must be extremely detail-oriented, including ongoing updating of project databases.
- Ability to multi-task, and to work independently.
- Proficient in Microsoft Office, especially Word, Access, and Excel.

**APPROXIMATE HIRING SALARY:** \$60,925 - \$76,157

**INQUIRE**

Maria Gately-HR Manager

**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](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**