

**JOB OPENING**  
**November 19, 2014**

**JOB TITLE:** Director, AYCDC

**Location:** New York City

**DEPARTMENT:** Atlantic Yards Community Development Corporation

**BASIC FUNCTION:** The Atlantic Yards Project (d/b/a Pacific Park) is a \$4 billion mixed-use development on 22 acres of land in downtown Brooklyn. ESD will establish a new subsidiary corporation, Atlantic Yards Community Development Corporation (AYCDC) that will monitor and oversee the project. The position will include the coordination of the AYCDC board, collaboration with ESD staff, interaction with many other governmental agencies and authorities as well as the responsibility for the interaction with Forest City Ratner Corporation and community stakeholders.

**WORK PERFORMED:**

- Support AYCDC President as liaison to AYCDC's Board of Directors and with Empire State Development (ESD)
- Oversees preparation of project materials necessary for review by AYCDC Board
- Coordinate all functions necessary to scheduling and holding meetings of the AYCDC board
- Act as primary responder to expressed concerns about construction and quality of life issues
- Receive and/or monitor incoming calls/emails to ensure appropriate response is delivered and messages are relayed to appropriate staff
- Checks and monitors work in progress against approved schedule, contract documents and approved project plan
- Manage relationships with stakeholders (elected officials, community groups, non-governmental actors) who have direct interest in the Atlantic Yards Project
- Provide strategic support, advice and positioning for the AYCDC President and related ESD Staff
- Track issues of concern and relevance to Brooklyn communities in project area, and develop creative resolutions to constituent complaints
- Work with the developer, State and City agencies as needed, to resolve community issues, under the direction of the AYCDC President and related ESD staff
- Assist in development of ESD/Atlantic Yards Project communication strategy; actively contribute to website & utilize methods of the social media
- Represent ESD at community events and meetings in the Brooklyn community
- Perform other job related duties and projects as required by the AYCDC President and or ESD Executive Management
- Manage procurement and Project imprest account matters

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**Minimum Requirements**

*Education Level required:* Bachelor's Degree in business, public policy, planning, real estate, or equivalent; Master's Degree a plus

*Experience required:* 5+ years as a Project Manager for large real estate development projects working with government entities and private developers. Prior experience with site construction, architectural/design issues, and/or community outreach required. Local NYC experience preferred but not required.

*Knowledge required:* Very strong management skills; proven success with complex public/private developments with high public and community visibility. Excellent computer skills required. Must have ability to maintain meticulous records of communications, project progress, etc.

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Candidate must have very strong interpersonal skills, public speaking skill and a demonstrated ability in problem solving. This is high-energy, entrepreneurial effort that requires vision and leadership. Candidate will be a strong writer who is articulate, highly organized and self-motivated, who is comfortable multi-tasking in a fast-paced environment.

**APPROXIMATE HIRING SALARY:** \$70,000 - \$75,000

**INQUIRE:** Maria Gately, HR Manager, Human Resources

**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**