



Job Opening
September 16, 2016

JOB TITLE: Senior Project Manager - USAN
DEPARTMENT: USA Niagara Development Corp.

LOCATION: Niagara Falls, NY

BASIC FUNCTION:

Lead and support development and administration of projects that advance the USA Niagara Development Corporation's mission to encourage growth and renewal of the tourism industry in the City of Niagara Falls.

WORK PERFORMED:

- Lead planning and development of public infrastructure, park, real estate, acquisition and/or development assistance projects within the USA Niagara downtown Niagara Falls development district.
- Lead special planning efforts, studies, analyses, cost estimates, grant applications, budget requests, requests for proposals ("RFPs") for both professional services and development, and other activities necessary to support the development and/or implementation of revitalization initiatives.
- Prepare and assist in the preparation of briefings, summaries, white papers, and other communications intended to facilitate and/or advance policies and decision-making for USA Niagara initiatives and projects.
- Maintain close contact with community stakeholders and local businesses as well as City of Niagara Falls officials and staff.
- Promote and assist in the administration of agency grant programs.
- Responsible for coordinating financial analysis of projects with ESD Finance team.
- Monitor Project compliance to ESD guidelines and regulations.
- Promote and assist in the administration of agency grant programs.
- Serve as liaison between the Western New York Regional Economic Development Council on behalf of USAN and ESD WNY on matters concerning tourism and assist the President in overseeing tourism initiatives and/or grants in the WNY region.
- Prepare administrative documents, including reports, presentation materials and origination documents.
- Provide support in the above skill sets for selective activities in the ESD Western New York Region.
- Other projects/initiative as assigned by the President.

EDUCATION & REQUIREMENTS:

Education Level required: Master's Degree in Urban Planning, Master of Business Administration (with a development and/or real estate focus), or Bachelor of Engineering (with a specialization in municipal/civil and/or site development).
Relevant experience required: 5+ years business/institutional experience in economic development or related field.
Knowledge required: Planning/cost assessments; Project development and government relations, public policy, data/financial analyses; effective writing and oral communication skills.

APPROXIMATE HIRING SALARY: Up To \$70,000

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