

Job posting date: November 14, 2016

Application Date: December 14, 2016

Job Opening
November 14, 2016

JOB TITLE: Project Manager

LOCATION: Long Island

DEPARTMENT: Regional Offices

BASIC FUNCTION:

Originate and manage projects to assist with business retention, growth and start up in the Long Island Region.

WORK PERFORMED:

- Assist in developing 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 to ESD guidelines and regulations.
- Monitor, prepare, and analyze Consolidated Funding Applications submitted to the Regional Office.
- Maintain an understanding and participate in the Long Island Regional Economic Development Council's work and project review.
- Maintain close contact with IDA's, Chambers, municipalities, and other key economic development agents to coordinate with and assist them with client servicing and business outreach efforts.
- Establish and maintain contact with senior managers and executives of target industry companies operating in Region 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.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree with academic course work in business administration, public policy and/or real estate

Relevant experience required: 0-3 years business/institutional experience in economic development or related field.

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

APPROXIMATE HIRING SALARY: \$56,900 - \$60,000

INQUIRE

Maria Gately, Manager, Human Resources, 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