



Job Opening

Job Posting: May 20, 2022

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: Assistant Director, Life Sciences

LOCATION: NYC

DEPT: Life Sciences

BASIC FUNCTION:

The Assistant Director provides strategic and tactical support to the Life Science Initiative, working closely with the Senior Vice President overseeing New York State \$620 million Life Science Initiative and with other senior team members. The Assistant Director serves as the primary resource for the development of presentations and other written materials about the Life Science Initiative and its programs for internal and external stakeholders. This individual also will participate in the design and implementation of new programs and will be a key point of contact with other ESD departments.

WORK PERFORMED:

- Produce briefing materials on Life Science programs for senior ESD and other New York State officials, as well as external audiences and draft sensitive correspondence and remarks on behalf of the SVP;
- Facilitate ESD's approval process for life science projects, including ESD Board of Directors approval. Generate materials for submission to ESD Board of Directors and ensure all required approvals are obtained;
- Generate and publish a legislatively mandated annual report on the operations and accomplishments of the Life Science Initiative using supporting data and statistics;
- Generate and administer solicitations for funding proposals, review applications, and facilitate effective management of grants and contracts. Work with grant and contract recipients to ensure that milestones, deliverables, and Key Performance Indicators are understood and met;
- Act as a key point of contact with other ESD departments, including but not limited to: Loans and Grants, Project Finance, Procurement, Contracts Administration, Legal, and the Office of Contractor and Supplier Diversity;
- Assist in convening, managing and communicating with Governor Life Science Advisory Board;
- Manage *ad hoc* requests from stakeholders, including businesses seeking information on ESD incentives;
- Other responsibilities and duties as assigned

EDUCATION & REQUIREMENTS:

Education Level Required: Relevant Bachelor's degree.

Required Experience: A minimum of five (5) years of experience in policy research, analysis and communications, program implementation, public administration, business administration, or a related field. Experience in and knowledge about the life science industry are required.

Must be a facile writer with outstanding written and oral communication skills and the ability to synthesize complex information effectively and quickly for different audiences. Must be detail-oriented and highly organized with strong follow up skills. Ability to navigate ambiguity is essential. Must be able to handle multiple changing priorities and effectively anticipate needs of management. Must be a creative problem solver, diplomatic, tenacious, and effective. Proficiency with Outlook, Excel, PowerPoint and Word required. Excellent presentation preparation skills. Must be able to work well collaboratively and independently.

Life Science Initiative Background:

Empire State Development (ESD) is the umbrella organization for New York State's two principal economic development financing entities: The New York State Urban Development Corporation and the Department of Economic Development, which have a singular mission to facilitate business growth and job creation across New York State.

In the Fiscal Year 2018 New York State budget, a \$620 million Life Science Initiative was enacted to spur the growth of a world-class life science research cluster in New York, as well as expand the state's ability to commercialize its academic biomedical research and grow the economy. This multi-faceted Initiative is managed within ESD and includes \$100 million to expand the Excelsior Jobs Program Tax Credit to the life science industry, \$100 million for a life science research and development refundable tax credit program, and \$320 million in other forms of investment. This \$320 million includes state capital grants to support the development of wet-lab and innovation space as well as operating support and investment capital for early stage life science companies. ESD's investments will also leverage an additional match of at least \$100 million from the private sector.

APPROXIMATE HIRING SALARY: \$80,000 - \$90,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately, SHRM-CP – Senior Human Resources Manager - Human Resources Dept.

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

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