

## Job Opening

**Job Posting:** December 2021

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

**JOB TITLE:** Chief of Staff

**LOCATION:** NYC

**DEPT:** Executive Office

### **BASIC FUNCTION:**

The Chief of Staff acts on the authority of the CEO in overseeing the operations of the Executive office in fulfilling ESD's mission. Responsible for prioritizing critical issues, agency projects and required information for the CEO to ensure efficient and effective decision making.

### **WORK PERFORMED:**

- Assist CEO in planning Executive Office activities, meetings and deliverables.
- Coordinate with Executive staff to provide CEO with information pertaining to ESD projects and programs.
- Provide direction as requested from CEO to Executive staff for projects and required follow up.
- Other duties as may be assigned.

**Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.**

### **EDUCATION & REQUIREMENTS:**

Graduate degree preferred

Equivalent Experience required: 6+ years of management, public policy, real estate or strategic planning experience in a demanding environment.

Knowledge required: Demonstrated interest or experience in economic development, real estate, and/or public policy issues a plus; strong quantitative skills; strong demonstrated written and oral communications and presentation skills; ability to 'set up the problem', manage projects against tight timelines, and work well in teams; ability to look at the big picture and search for insightful, creative solutions; ability to prioritize among competing needs and opportunities; enterprising and resourceful, organized and results oriented; energetic, pro-active, collaborative and strategic; knowledge of New York State and/or general issues relevant to economic development.

**APPROXIMATE HIRING SALARY:** "Commensurate with Experience (w/ comprehensive benefits package)"

### **INQUIRE**

**External Candidates:** Send resume to [resumes@esd.ny.gov](mailto: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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