

Job Opening

Job Posting: November 2021

Application Deadline: 30 days or
until position is filled

JOB TITLE: Deputy Director, REDC, Finger Lakes

LOCATION: Rochester

DEPT: Regional Office

BASIC FUNCTION:

Support the Regional Director in all aspects of economic development activities.

WORK PERFORMED:

- Provide and oversee all aspects of the Regional Office's support for the Regional Economic Development Council (REDC) for the Region, including the coordination of Regional Council events, Consolidated Funding Application (CFA) and any other related project funding and scoring processes, management of REDC members, committees, workgroups and other stakeholder engagement, events and preparation of REDC website, reports, meeting materials and notices
- Maintain familiarity with regional/industrial economic problems and other economic factors necessary in recommending solutions in accordance with ESD guidelines and the State's business climate
- Work with other ESD staff, NYS, regional and local agencies and community economic development specialists and organizations in coordinating the preparation and dissemination of information for economic development
- Build and maintain working relationships with such entities as business councils and associations, chambers of commerce and local development corporations
- Structure incentive packages for the retention or attraction of business operations. Manage relationships with current and former recipients of ESD assistance to facilitate problem-solving and ensure understanding of and compliance with program objectives and the obligations of ESD assistance
- Provide significant role in evaluating applications for ESD assistance, prepare incentive packages and project funding recommendations to the ESD Directors and guide projects through the public approval process
- Work with business prospects considering new locations or expansion in NYS, including accompanying local developers and prospects on inspection of properties
- Represent ESD at announcement events, workshops, ceremonies, seminars, conferences and training programs, as appropriate
- Maintain ESD's Project Tracking System entries for all projects and assist the Regional Director in tracking and reporting of project progress and economic impact
- Special projects as assigned by the Regional Director

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

EDUCATION & REQUIREMENTS:

Undergraduate degree

Equivalent Experience required: 5+ years' experience: business development, banking, public policy, real estate, planning, marketing or other related area Knowledge / Abilities Required: Knowledge of New York State and/or general issues relevant to economic development

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

Enterprising and resourceful, organized and results oriented

Energetic, pro-active, collaborative and strategic

APPROXIMATE HIRING SALARY: \$75,000 to \$80,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke – AVP, 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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