

Job Opening

Job Posting: March 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Director, Life Sciences

LOCATION: NYC

DEPT: Life Sciences

BASIC FUNCTION:

The Director provides strategic and tactical support to the Life Science Initiative, working closely with the Senior Vice President and other team members overseeing the Governor's \$620 million Life Science Initiative. The Director collaborates with team members in the design and implementation of new programs, leads and manages key projects, and plays an essential role in the creation and development of reports, presentations and other materials about the Life Science Initiative for internal and external stakeholders.

WORK PERFORMED:

- Develop and implement strategies to identify opportunities to grow New York's life science industry
- Monitor and analyze life science industry trends and their implications for new life science programs and partnerships
- Actively contribute to expanding awareness of the state's life science programs
- Facilitate ESD's approval process for life science projects, including ESD Board of Directors approval. Generate materials needed to raise awareness among key ESD decision makers of proposed initiatives and for submission to ESD Board of Directors, and ensure all required approvals are obtained;
- 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;
- Collaborate on the development and publication of 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 and with life science project managers to ensure that milestones, deliverables, and Key Performance Indicators are understood and met;
- Work closely with the press office, web team and colleagues to ensure events and programs are publicized and posted on ESD website.
- 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 external contacts within the life science community;
- Respond to inquiries from the Governor's Office, and generate reports and documents needed for legislative hearings.
- Manage *ad hoc* requests from stakeholders, including businesses seeking information on ESD incentives;

- Assist and manage special projects as needed.

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

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in public policy, public administration, business or another relevant field. Master's degree preferred. Degree in life science subject in conjunction with business or policy degree also welcome.

Experience Required: 7+ years of experience in grant making and management, policy research, analysis and communications, program implementation, public administration, business administration, or a related field. Experience in or knowledge about and understanding of the life science industry are required.

Must be a strategic thinker and 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, curious, and effective, and able to work collaboratively as well as independently. Must be capable of managing up and down and comfortable interacting with senior level leaders. Proficiency with Outlook, Excel, PowerPoint and Word required. Excellent written and oral presentation skills.

APPROXIMATE HIRING SALARY: Commensurate with experience (w/ comprehensive benefits package)

INQUIRE

Maria Gately – HR Recruiter, 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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