

Job Opening

Job Posting: April 21, 2020

Application Period: 30 Days or Until
Position is Filled

JOB TITLE: Project Manager, Life Sciences

LOCATION: NYC

DEPARTMENT: Life Sciences

Life Science Initiative Background:

In the Fiscal Year 2018 New York State budget, Governor Andrew M. Cuomo enacted a \$620 million Life Science Initiative 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.

Position Overview:

The Project Manager is responsible for ensuring that all aspects of grant and contract administration, including RFPs, application, review, approval, funding and compliance, are properly managed in keeping with ESD requirements. Additionally, the Project Manager will contribute to the development of reports and presentations for internal and external stakeholders and will serve as a prime resource regarding life science data and statistics.

Work Performed:

- General management of a portfolio of grants, including review and consideration of applications, creating incentive proposals, preparing directors approval documents, management of approval and funding process, compiling and reviewing project reports, and ensuring compliance with funding requirements
- Process invoices and payment requests: review and manage requests for disbursement, perform desk audits, and oversee grant disbursements. Verify documentation of expenditures as needed
- Track and ensure milestones, deliverables, and key performance indicators are met
- Act as a primary Life Science point of contact with other ESD departments, including: Loans and Grants, Project Finance, Procurement, Contracts Administration, Legal, and the Office of Contractor and Supplier Diversity, and coordinate with them in the preparation of board of directors' approval materials, contracts, project status reports, and other documents required for the review/management of projects
- Ensure that project information is accurate in the web-based project tracking database
- Produce briefing materials for senior ESD and New York State officials
- Conduct literature reviews and research best practices in life science economic development
- Assume a variety of Department-wide responsibilities, such as writing briefing memos, preparing complex spreadsheets, reviewing and improving processes, drafting sensitive correspondence, and managing data and budget information
- Manage ad-hoc requests from stakeholders, including businesses seeking information on ESD incentives
- Work on other projects as assigned by the Senior Vice President and other senior team members.

EDUCATION & REQUIREMENTS:

Education Level Required: Bachelor's degree in business, public administration, liberal arts, social sciences, or similar fields.

Required Experience: A minimum of three (3) years of experience in policy research and analysis, program implementation, public administration, business administration, or a related field. Experience in and understanding of the commercial life science industry desired.

Knowledge Required: Outstanding written and oral communication skills are required, with the ability to synthesize complex information effectively 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 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. An excellent sense of humor. Excellent computer skills: Microsoft Office, particularly Excel and Word; Database management.

APPROXIMATE HIRING SALARY: \$62,400 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, HR 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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