Job Opening

Job Posting: June 10, 2022
Application Deadline: 30 days or until position is filled

**JOB TITLE:** Part Time Planning Grants Manager
**LOCATION:** Albany

**DEPT:** Division of Science, Technology & Innovation (NYSTAR)

**BASIC FUNCTION:**
NYSTAR funds over 70 centers that support the New York State innovation ecosystem. Reporting to the Senior Vice President of NYSTAR, this individual will coordinate efforts to accelerate emerging company growth. This part time position will be responsible for handling functions/activities necessary to ensure the success of this program.

**WORK PERFORMED:**
- Manage up to four organizations engaged to provide studies on advanced industry clusters; supply chain; emerging technology fields; and semiconductor capabilities.
- Assist each organization with identifying and engaging entities from across the state that should be interviewed or otherwise included in each study.
- Engage companies and partners as necessary.
- Monitor and track each organization to ensure milestones and timelines are met.
- Present at meetings highlighting program and learnings.
- Write regular update summaries.
- Provide summaries for each completed study to be used in annual reports or marketing materials.
- Oversee and undertake special projects or initiatives as needed.
- Assist with the payment process.
- Travel primarily in-state.
- Other duties as assigned.

**EDUCATION & REQUIREMENTS:**
Education Level required: Bachelor's degree in STEM related field.
Experience required: 3+ years' experience with innovation efforts; commercialization; and/or entrepreneurial efforts.
Knowledge: MS Office Suite, high level of customer service, excellent writing/communication skills, must work well independently and within team settings.

**APPROXIMATE HIRING SALARY:** Up to $80,000 (w/ comprehensive benefits package.)

**INQUIRE**
Jane Martinez – HR Recruiter

**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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