

Job Opening

Job Posting: 1/10/19

Application Deadline: 2/10/19

JOB TITLE: President, USA Niagara Development Corporation (“USAN”)

LOCATION: Niagara Falls, NY

DEPARTMENT: USA Niagara Development Corporation

BASIC FUNCTION:

In conjunction with ESD WNY VP of Policy and Planning, the President of USAN is responsible for oversight and management of USAN, including all project development, financial performance, intergovernmental relations, and public information associated with ESD/USAN revitalization and economic development efforts in downtown Niagara Falls.

WORK PERFORMED:

- **Administrative/Strategic Planning**
 - Serves as day-to-day, visible leader of all USAN operations.
 - Liaison to USAN’s Board of Directors and with ESD
 - Serves as primary USAN/ESD contact with City of Niagara Falls and its departments/entities, state/county agencies associated with development in the Niagara Falls area, and Niagara Falls’ community, civic and business leaders.
 - Develops annual USAN budget in conjunction with ESD subsidiary finance, ESD WNY VP of Policy and Planning & EVP, Real Estate Development.
 - Identifies goals/objectives for each program year and formulate/refine projects to progressively advance agency mission and coordinate with ESD WNY VP of Policy and Planning to assist in annual budgeting and programming of such efforts.
- **Project Planning**
 - Prepares and presents discretionary items for consideration/approval by USAN Board of Directors.
 - Prepares or directs the preparation of various types of applications for grants, state/federal aid, or other types of assistance for USAN projects.
 - Prepares or directs the preparation of technical scopes of work for requests for qualifications (“RFQs”), Requests for Proposals (“RFPs”) for consultant assistance on USAN capital projects.
 - As necessary, procures/oversees work of consultants (architects, engineers, environmental, market analysis, legal) as they relate to USAN capital or investment projects.
- **Procurement/Business Development**
 - Prepares or directs the preparation of requests for expressions of interest (“RFEIs”), RFQs, and RFPs for development on USAN-owned or controlled land/properties.
 - Develops selection/evaluation criteria for procurement activities.
 - In conjunction with USAN Office Manager, leads and manages procurement process in accordance with ESD Procurement Guidelines, including documentation, required screenings, responsibility determinations, interview sessions, de-briefings, etc.
- Other projects/efforts as assigned by the ESD WNY VP of Policy and Planning & EVP, Real Estate Development

EDUCATION & REQUIREMENTS:

Education level required: Bachelor’s Degree in Business Administration, Governmental Affairs, Economics, Public Administration, Real Estate Finance, City Planning; or equivalent professional degree in a related field.

Relevant experience required: Ten years+’ progressively responsible experience in public administration, business, development, consulting, or other positions related to economic development and/or urban redevelopment/revitalization; with supervision and coordination of large-scale projects, public development program and management of staff.

Knowledge required:

- Strong understanding of the setting, context, and history of Niagara Falls redevelopment and revitalization efforts; being a current resident or native of City of Niagara Falls a strong plus.
- Concepts, practices and procedures related to development/redevelopment including real estate, finance, city planning, supervision and coordination of large-scale projects, public development programs, and management.
- Ability to read, review, and comment on master plans, policies, and programs, for public infrastructure, capital improvement, and building projects.
- Strong communication skills, including ability to prepare summary briefings, and oral presentations to the USAN Board of Directors, ESD Management, governing bodies, and/or regulatory agencies.
- Strong organizational and interpersonal skills.

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

INQUIRE

Eileen Mason, Senior Vice President, Human Resources Department

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY