

Job Opening

Job Posting: October 29, 2021

Application Deadline: 30 days or
until position is filled

JOB TITLE: Project Manager, Life Sciences

LOCATION: NYC

DEPT: Life Sciences

BASIC FUNCTION:

The Project Manager will provide comprehensive strategic and administrative support to the Senior Vice President (SVP) overseeing New York State's \$620 million Life Science Initiative. The Project Manager will: Provide programmatic analysis to the SVP and assist in the implementation of new and existing programs; Generate and administer complex legal documents for the Life Science Initiative; Assist with the day-to-day operations of the Life Science Initiative; and perform ongoing management of grants and contracts funding Life Science Initiative programs.

WORK PERFORMED:

- Support the SVP in designing new programs;
- Conduct literature reviews and research best practices in life science economic development;
- Generate and administer competitive solicitations for funding proposals, including Requests for Proposals;
- Review formal applications for grant funding;
- Facilitate ESD's approval process for life science projects, including ESD Board of Directors approval. Generate ESD Board of Directors' approval materials for grants and contracts;
- Generate and publish a legislatively mandated annual report on the operations and accomplishments of the Life Science Initiative using supporting data and statistics;
- Produce briefing materials for senior ESD and New York State officials;
- Act as a primary Life Science dept. point of contact with other ESD depts., including but not limited to: Loans & Grants, Project Finance, Procurement, Contracts Admin., Legal, and the Office of Contractor & Supplier Diversity;
- Represent the ESD Life Science Division at meetings with external stakeholders;
- Assist the SVP to convene and manage Governor Cuomo's Life Science Advisory Board;
- Manage ad-hoc requests from stakeholders, including businesses seeking information on ESD incentives;
- Draft sensitive correspondence and remarks on behalf of the SVP;
- Respond to press inquiries;
- Generate and execute Grant Disbursement Agreements and contract packages;
- Review project reports from grantees and vendors. Perform due diligence and ensure compliance;
- Process invoices and payment requests. Verify documentation of expenditures as needed;
- Ensure milestones, deliverables, and Key Performance Indicators are met.

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

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree.

Required Experience: Minimum of three (3) years of experience in policy research and analysis, program implementation, public administration, business administration, or a related field. Experience in the life science industry is also desirable.

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 independently. An excellent sense of humor.

APPROXIMATE HIRING SALARY: \$65,000 (w/ comprehensive benefits package)

INQUIRE

Donna Knief – Human Resources Generalist, 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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