

## Job Opening

**Job Posting: 1/10/19**

**Application Deadline: 2/11/19**

**JOB TITLE:** Project Manager

**LOCATION:** Mid-Hudson

**DEPARTMENT:** Regional Office

### **BASIC FUNCTION:**

Originate and manage projects to assist with business retention, growth and start up in the Mid-Hudson Region.

### **WORK PERFORMED:**

- Assist in developing project analysis and review.
  - Responsible for coordinating financial analysis of projects with ESD Finance team.
  - Prepare various administrative documents, including project Origination paper work, reports, presentations, budget materials and other documents as needed.
  - Monitor project compliance to ESD guidelines and regulations.
  - Monitor, prepare, and analyze Consolidated Funding Applications submitted to the Regional Office.
  - Maintain an understanding and participate in the Mid-Hudson Regional Economic Development Council's work and project review.
  - Maintain close contact with IDA's, Chambers, municipalities, and other key economic development agents to coordinate with and assist them with client servicing and business outreach efforts.
  - Establish and maintain contact with senior managers and executives of target industry companies operating in Mid-Hudson Region (assigned counties) to promote and facilitate their retention, expansions or diversification in NYS.
  - Regional Office liaison to various organizations as assigned. This may include the local county Economic Development Corporations.
  - Respond to unsolicited inquiries from small businesses, start-ups and ongoing concerns that come to the Regional Office, which require more information than can be provided by administrative staff.
- Other projects as assigned by Regional Director.

### **EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor's degree with strong financial and economic development background.

Relevant experience required: 3-5 years business/institutional experience in economic development or related field.

Knowledge required: Project development and government relations, financial analysis, public policy, data analysis, effective writing and oral communication skills.

**APPROXIMATE HIRING SALARY:** Starting at \$58,000 (w/ comprehensive benefits package)

### **INQUIRE**

Shawn Bryant, Human Resources Manager, Human Resources Department

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

**External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)**

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