



Job Opening

Job Posting: 01/22/2021

**Application Deadline: 30 days or until
position is filled**

JOB TITLE: Project Associate

LOCATION: NYC

DEPT: Real Estate Development and Planning

BASIC FUNCTION:

Working closely with other members of the Real Estate Development and Planning team, the Project Associate will support multiple real estate development projects from planning to completion. Among other duties, the Project Associate will assist in preparing and running the selection process for Requests for Proposals for property dispositions, work with consultants, conduct research, analyze financial offers, and be responsible for project tracking and reporting for senior ESD staff and the Governor's Office. The ideal candidate thrives working on a small team in a fast-paced environment and will eagerly tackle whatever is thrown his/her way.

Department Description:

ESD's Real Estate Development and Planning Department (REDP) oversees the planning and implementation of real estate-driven economic development projects and initiatives throughout the state, including major infrastructure projects. Recent projects include the development of underutilized parking lots at Long Island's Belmont Park, including a new home for the New York Islanders; a comprehensive plan for the redevelopment of the Penn Station area; affordable housing developments in Brooklyn; and multiple transformative mixed-use projects on Harlem's 125th Street, focused on arts, culture and affordable housing. ESD partners with subsidiaries and other State agencies to reposition surplus State properties through public-private partnerships, typically through Requests for Proposals to sell or lease properties for economic development

WORK PERFORMED:

- Draft Requests for Proposals, presentations, procurement documents, tracking reports, briefings and other communications related to ESD's real estate development projects.
- Support real estate project teams, including attending meetings and calls with ESD and other agency staff, real estate developers, consultants, local and state officials, and other community stakeholders.
- Assist in procuring real estate due diligence consultants such as appraisers, engineers, and surveyors.
- Assist in due diligence related to properties in the State of New York's surplus real estate portfolio.
- Conduct research and analyses to support the planning, design and financing of real estate projects; examples of research topics may include market data such as property values, rents and taxes; construction cost estimates; environmental and historic significance information; and zoning and other regulatory requirements.
- Prepare pro-forma and cash-flow analyses to support internal valuations of assets.
- Prepare and update project timelines and tracking, organizational charts, and other project management documents.

EDUCATION & REQUIREMENTS:

Minimum Requirements:

Education Level required: Bachelor's degree, preferably including coursework in real estate, finance, urban planning, business, public policy or related field

Experience required: Preference for some work experience, including internships, in at least one of the following fields: real estate, economic development, urban planning, public administration or related field

Knowledge required: Knowledge of and demonstrated interest in public policy, government, urban planning, real estate and/or other fields related to economic and real estate development

License: A driver's license is recommended

Travel: Some travel required, mostly day trips; <10% of time expected to be spent working outside of New York City

Competencies:

- **Active listening:** listens and validates issues and potential solutions with fellow staff, managers and external constituents; attentive to broader environment to identify and understand sensitivities
- **Attention to detail:** carefully reviews work products before advancing to colleagues and external stakeholders in order to submit work that is context-appropriate, clearly articulated and error-free
- **Effective communication:** communicates clearly and succinctly in writing and orally, including to non-experts; summarizes key points efficiently and clearly; prepares professionally written materials suitable for dissemination
- **Collaboration:** builds supportive, trusting relationships with agency colleagues; cultivates network of diverse colleagues from which to solicit information, feedback and resources; seeks to understand needs of colleagues and proactively identifies opportunities and offers to provide support
- **Multi-tasking:** Comfortable juggling multiple complex and fast-moving projects and working under different supervisors on a variety of projects
- **Problem-solving:** skilled at breaking complex problems into manageable components; willing to question the status quo; able to navigate bureaucratic impediments to achieve results
- **Big-picture thinking:** able to quickly get up to speed with complex government bureaucracies, programs and policies; employs systems-level thinking to understand goals and interdependencies across agency; considers the impact of a decision both internally and externally, short and long-term.

APPROXIMATE HIRING SALARY: \$47,982 – \$57,000
(w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. Human Resources 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 a [POSTING APPLICATION](#) and attach a copy of resume

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