

## Job Opening

**Job Posting:** March 2022

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

**JOB TITLE:** Senior Project Manager, Life Sciences

**LOCATION:** NYC

**DEPT:** Life Sciences

### **BASIC FUNCTION:**

The Senior Project Manager is responsible for implementation and administration of new and existing grants and contracts, ensuring that all aspects of grant and contract administration, including RFPs, application, review, approval, funding and compliance, are properly managed in keeping with ESD requirements. The Senior Project Manager also will assist or lead on various business development initiatives, projects, the development of reports and presentations for internal and external stakeholders, research projects and analyses, in addition to ensuring proper management of a portfolio of grants and contracts.

### **WORK PERFORMED:**

- Working with other members of the Life Science team, manage and oversee a portfolio of grants, including review and consideration of applications, creating incentive proposals, preparing directors approval documents, management of approval and funding process, reviewing project reports, and ensuring timely compliance with funding requirements
- Prepare draft program materials for Board review
- Draft memos, talking points, briefings for senior ESD and New York state officials, strategic communications and other materials as needed
- Ensure that requests for disbursement, desk audits, and grant disbursements are conducted in a timely fashion and ensure proper processing of invoices and payment requests: Verify documentation of expenditures as needed
- Track and ensure project milestones, deliverables, and key performance indicators are met
- Act as a primary Life Science point of contact with other ESD departments, including: Loans and Grants, Project Finance, Procurement, Contracts Administration, Legal, and the Office of Contractor and Supplier Diversity, and coordinate as needed on project management, including preparation of board of directors' approval materials, contracts, project status reports, and other documents required for the review/management of projects
- Ensure that project information is accurate in all web-based project tracking databases
- Work with the Life Science team on internal planning to develop and implement projects and policies
- Conduct literature reviews and research best practices in life science economic development
- Assume a variety of department-wide responsibilities, such as writing briefing memos, preparing complex spreadsheets, reviewing and improving processes, drafting sensitive correspondence, and managing data and budget information
- Manage ad-hoc requests from stakeholders, including businesses seeking information on ESD incentives
- Contribute strategic thinking and problem solving to discussions and execution of the Life Science Initiative's vision
- Work on other projects as assigned by the Senior Vice President and other senior team members

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

**EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor's degree in relevant discipline.

Experience required: Minimum 5 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.

**APPROXIMATE HIRING SALARY:** \$71,350 - \$75,000 (w/ comprehensive benefits package)

**INQUIRE**

Maria Gately – HR Recruiter, Human Resources Dept.

**External Candidates:** *Send resume to [resumes@esd.ny.gov](mailto: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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