

Job Opening

Job Posting: 1/10/19

Application Deadline: 2/10/19

JOB TITLE: Senior Project Manager, USAN
DEPARTMENT: USA Niagara Development Corp.

LOCATION: Niagara Falls, NY

BASIC FUNCTION:

Lead and support development and administration of projects that advance the USA Niagara Development Corporation's mission to encourage growth and renewal of the tourism industry in the City of Niagara Falls.

WORK PERFORMED:

- Lead/support planning and development of public infrastructure, park, real estate, acquisition and/or development assistance projects within the USA Niagara downtown Niagara Falls development district.
- Lead/support special planning efforts, studies, analyses, cost estimates, grant applications, budget requests, requests for proposals ("RFPs") for both professional services and development, and other activities necessary to support the development and/or implementation of revitalization initiatives.
- Oversee consultant teams provided technical assistance for USAN projects.
- Prepare and assist in the preparation of briefings, summaries, white papers, and other communications intended to facilitate and/or advance policies and decision-making for USA Niagara initiatives and projects.
- Establish and maintain contact with community stakeholders and local businesses as well as City of Niagara Falls officials and staff.
- Promote and assist in the administration of ESD and USAN grant programs.
- Prepare administrative documents, including reports, presentation materials and origination documents.
- As necessary, provide selective support in the above skill sets for activities in the ESD Western New York ("WNY") Region, including Buffalo Billion, Regional Office programs, and Erie Canal Harbor Development Corporation ("ECHDC") efforts.
- Other projects/initiative as assigned by the President.

EDUCATION & REQUIREMENTS:

Education Level required: Master's Degree in Urban Planning, MBA-Business Administration (with a development and/or real estate focus), or related field.

Relevant experience required: Five (5) years' experience in business, institutional, consulting, and/or government agency work in planning, redevelopment, economic development or related field.

Knowledge required: Strong knowledge of Niagara Falls/WNY development context; Planning/cost assessments; Project development and government relations, public policy, data/financial analyses; effective writing and oral communication skills.

APPROXIMATE HIRING SALARY: Starting at \$80,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, HR 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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY