

## Job Opening

**Job Posting:** February 12, 2020

**Application Period:** 30 Days or Until  
Position is Filled

**JOB TITLE:** Sr. Project Manager

**LOCATION:** Buffalo

**DEPARTMENT:** Regional Offices

**Basic Function:** Originate and manage projects that promote business attraction, retention, and expansion in Western New York. Interface with companies, municipalities, and local government partners to initiate and implement such projects to grow the economy in the region.

### Work Performed:

- Perform outreach to businesses in WNY to expand the Regional Office and own project portfolios. Prepare customized economic development proposals related to expansion/retention/attraction projects.
- Develop a clear understanding of the incentives offered by ESD and NYS, which can be used to advance the WNY region's economy.
- Develop project analysis/review and coordinate financial analysis of projects with ESD finance team.
- Respond to inquiries, address concerns, and explain ESD programs services and to companies, organizations, and regional stakeholders. Communicate with applicants and applicant reps, including telephone, email and paper correspondence.
- Monitor, prepare, and analyze Consolidated Funding Applications and other program applications and proposals submitted to the Regional Office.
- Prepare various documents including project origination paperwork, incentive proposals and ESD Directors materials, reports, and presentations, and ensure that project information is accurate in the web-based Project Tracking System. Monitor project compliance to ESD guidelines and regulations.
- Perform outreach, manage relationships and maintain 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 Western New York to promote and facilitate their retention, expansions or diversification in NYS.
- Maintain an understanding and participate in the Western New York Regional Economic Development Council's work and project review.

### EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree with strong financial and economic development background; Master's degree preferred in business or urban planning.

Relevant experience required: 5+ years direct, extensive experience in one or more of the following fields: economic development, government, planning, public administration, or related business.

Knowledge required: Project development, government relations, financial analysis, public policy, data analysis. Strong written and verbal communication skills, and organizational and analytical skills. Demonstrated ability to efficiently manage multiple projects/tasks simultaneously, take initiative, and

work independently. Strong attention to detail and independent follow through are highly important. Microsoft Office, particularly Excel and Word; Database management.

**APPROXIMATE HIRING SALARY:** \$72,121 - \$75,000 (w/ comprehensive benefits package)

**INQUIRE**

Shawn Bryant, HR Manager - 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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