

Job Opening

Job Posting: 8/23/2019

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

JOB TITLE: Sr. Project Manager
DEPARTMENT: Regional Offices

LOCATION: Buffalo

BASIC FUNCTION: Responsible for a variety of project management duties from point of offer acceptance through funding disbursement for grants and loans to projects undertaken by businesses and organizations such as municipalities, and not-for-profits, and local economic development organizations.

WORK PERFORMED:

- General management of a portfolio of 80-100 active grants and loans where both tax incentives and grants are used as a funding source, including: review of applications, management of approval and funding process, compiling and reviewing information, negotiating terms, preparing directors approval documents and contracts, project presentations, and attendance of on-and off-site meetings.
- Lead outreach efforts to expand WNY 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 and review responsible for coordinating 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, 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, public administration, urban planning preferred. 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. Excellent written and verbal communication skills. Strong 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: \$70,706 - \$75,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, HR Manager, Human Resources

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