



## Job Opening

**Job Posting:** May 2022

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

**JOB TITLE:** Senior Project Manager

**LOCATION:** Binghamton (S. Tier)

**DEPT:** Regional Office

### **BASIC FUNCTION:**

Under the general direction of the Regional Director, originate and manage projects to assist with business retention, growth and start up in the Southern Tier Region (STR). Assist Regional Director with the work and activities of the Southern Tier Regional Economic Development Council ("ST REDC"). Perform project review, analysis and evaluation of business expansion projects.

### **WORK PERFORMED:**

- Source and originate grant and loan deals in alignment with the regional strategic plan and ESD program guidelines.
- Respond to inquiries, address concerns, and explain ESD programs and services to companies, organizations, and regional stakeholders. Communicate with applicants and their representatives via telephone, email, and paper correspondence.
- Structure and negotiate state discretionary incentives to induce job creation and retention projects and community development projects involving businesses, developers, non-profits and local governments.
- Perform project review, analysis, and evaluation. Under guidance of Regional Director, make incentive and funding recommendations to senior management.
- Prepare various administrative documents, including the project origination documents, reports, presentations, budget materials, memoranda, and other documents as needed.
- Provide staff support for the ST REDC, such as drafting documents, staff ST REDC work groups, assist with consolidated funding application review and scoring; assist ST REDC in developing and implementing its strategic plan and drafting progress reports.
- Build and maintain relationships with governmental and quasi-governmental entities, real estate and business groups, civic and community organizations, cultural and professional organizations, and advocacy groups in the region.
- Maintain close contact with IDA's, Chambers, municipalities, local development corporations and other key economic development agents to coordinate with and assist them with client servicing and business outreach efforts. Attend necessary events.
- Establish and maintain contact with senior managers and executives of target industry companies operating in the STR to promote ESD economic development agenda.
- Respond to inquiries from small businesses, start-ups and ongoing concerns that come to the regional office for guidance.
- Other projects as assigned by Regional Director.

### **EDUCATION & REQUIREMENTS:**

**Education Level required:** Bachelor's degree with strong financial, economic development or urban planning background.

**Relevant experience required:** 5 years relevant experience required. Public sector background preferred.

**Knowledge required:** Project development and government relations, familiarity of real estate finance, financial statement analysis, economic development and urban planning, public policy, data analysis, effective writing and oral communication skills a must. Experienced in the use of Excel Spreadsheets, Word, Power Point, Outlook, and other computer programs.

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**APPROXIMATE HIRING SALARY:** Up to \$75,000 (w/ comprehensive benefits package.)

**INQUIRE**

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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