

Job Opening

Job Posting: February 6, 2020

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

JOB TITLE: VP, Strategy and Special Projects

LOCATION: *Albany or NYC*

DEPARTMENT: Executive Office

Basic Function:

Oversees and supports a statewide portfolio of high-tech economic development projects through strategic planning, business development, financial analysis, economic impact analysis, contract negotiations, site visits, and liaising with State and industry project partners. In addition, leads special projects and makes recommendations on strategies and tactics to grow high-tech industries such as artificial intelligence, clean energy, life sciences, materials engineering, power electronics, and semiconductors in New York State.

Work Performed:

- **Organizational support and oversight:** support and oversee New York Center for Research, Economic Advancement, Technology, Engineering and Science (NY CREATES), a State-affiliated non-profit funded by ESD, on behalf of ESD, including its strategic planning, finances, project management, economic impacts, and board meetings.
- **Project support and oversight:** oversee the execution and implementation of all existing NY CREATES projects and any new special projects as assigned, including through site visits, construction monitor reports, discussions of project agreements, periodic progress reviews, and by generally tracking issues and opportunities facing NY CREATES and its industry partners.
- **Project origination and negotiation:** collaborate with NY CREATES and ESD industry specialists to advance new high-tech projects and enhance existing projects.
- **Interdepartmental coordination:** coordinate with other ESD departments involved in supporting the origination and management of NY CREATES projects, such as Strategic Business Development, Loans & Grants, Portfolio Management and Legal.
- **Representation:** Represent agency perspectives in meetings with entities such as NY CREATES, SUNY, and industry partners, as well as externally at conferences, panels and events as assigned.
- **Travel:** Position may be based out of ESD's Albany or New York City office. It is estimated that 20% of time will be required to be spent in Albany, with approximately 10% of time to be spent on site visits and meetings at other project sites across Upstate New York, including Buffalo, Plattsburgh, Rochester, Syracuse and Utica.

EDUCATION & REQUIREMENTS:

Education Level: Master's degree preferred; Bachelor's degree in public administration, public policy or related field required.

Experience and Knowledge:

- 5-10+ years of relevant full-time professional experience.
- Knowledge of economic development field such as real estate, economic incentives, project finance and business development, and/or of industries such as artificial intelligence, clean energy, life sciences, materials engineering, power electronics and semiconductors.
- Advanced proficiency in Excel/PowerPoint and/or other data analysis and visualization tools
- Preferred: Familiarity with New York State government policies and programs; Experience in an analytically demanding environment such as management consulting; and/or Familiarity with real estate development and related contracts.

Competencies Required:

- **Managing:** Disciplined in preparing and advancing project timelines, budgets and objectives.
- **Negotiating:** Researches and understands the distinct motivations, preferences and competing alternatives of ESD, partnering agencies and industry partners; able to effectively advance and protect public interests while still expeditiously closing on complex, multi-party transactions.
- **Collaborating:** Builds supportive, trusting relationships with colleagues at ESD, State and industry partners; cultivates a network of diverse colleagues to solicit information, feedback and support.
- **Problem-solving:** Skilled at breaking complex problems into manageable components; willingness to question and revisit the status quo; Ability to navigate bureaucratic impediments and competing stakeholder concerns to achieve pragmatic results.
- **Active listening:** Validates understanding of problems and potential solutions with staff, managers and external constituents; listens to broader environment to identify and understand sensitivities.
- **Communicating:** Delivers action and results-oriented briefings; communicates in language understandable to intelligent non-experts; summarizes key points efficiently and clearly; prepares professionally written, aesthetically appealing materials suitable for public consumption.
- **Detail orientation:** Submits and approves error-free, “zero defect” work products; understands and monitors the performance of project agreement terms.

APPROXIMATE HIRING SALARY: \$102,000 - \$112,000, Commensurate with Experience and Location
(w/ comprehensive benefits package)

INQUIRE

Leah Schanke, AVP - Human Resources Dept.

External Candidates: *Send resume to 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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