

Project Manager Job Description

The Staten Island Economic Development Corp. (SIEDC) is a 501(c)(3) not-for-profit corporation whose mission is to enhance a thriving Staten Island economy by promoting public and private investment and encouraging the development of commercial and industrial property and projects in an environmentally friendly manner, all of which improve the quality of life and provide broad and diverse employment opportunities

Job Description:

The Project Manager will have responsibility for the planning, management, coordination and implementation/service delivery for a variety of efforts within the SIEDC's Projects & Programs division. Job responsibilities include are but not limited to:

- Real Estate
- West Shore Light Rail
- West Shore Business Improvement District (BID)
- West Shore Brownfield Opportunity Area (BOA)
- Government Agency and Elected Official Interaction

Duties & Responsibilities:

- **Real Estate**
 - Fielding calls from individuals seeking space or selling/leasing their property on Staten Island and facilitating all requests
 - Maintaining accurate tracking reports of all calls received and services rendered
 - Marketing the program to gain exposure and increase interest
 - Providing referrals to the SIEDC's Industrial Business Manager to assist with relevant tax incentives
- **West Shore Light Rail**
 - Facilitating all outreach related to SIEDC's efforts to secure a Light Rail for the borough's West Shore
 - Plan, coordinate, and manage meetings and events with various parties and stakeholders as required
 - Managing and reporting on a contract with Empire State Development to facilitate the project including quarterly reports
- **West Shore Business Improvement District (BID)**
 - Serve as the West Shore Business Improvement District manager
 - Conduct regular meetings with property owners
 - Manage and oversee the work of contracted vendors
 - Plan and hold quarterly Board of Directors meetings
 - Act as liaison with government agencies and elected officials
 - Administer services including legal, accounting and insurance
 - Update property and business information in the BID area

- Manage the BID's website and press materials
- Manage all work required by NYC Department of Small Business Services
- Issue regular reports as required
- Update and maintain the BID's official website
- **West Shore Brownfield Opportunity Area (BOA)**
 - With the First Vice President, oversee the management of the New York State Department of State Brownfield Opportunity Area contract
 - Interact with consultants and provide assistance when required
 - Prepare both internal and external reports
 - Provide access to property owners on behalf of consultants
 - Serve as SIEDC's liaison to the NYCEDC MARSHES Program
- **Government Agency and Elected Official Interaction**
 - Assist the President/CEO and First Vice President in securing meetings with agencies and elected officials
 - Create a database of contacts from various agencies
 - Interface between agencies and elected officials and SIEDC members
 - Attend meetings, seminars and conferences on behalf of SIEDC
- **Other tasks as assigned by SIEDC management**

Qualifications:

- Strengths in verbal and written communications; must be articulate and have the ability to adapt communications/presentations and deliver clear and concise reports and analysis to senior management
- Strong attention to detail and organizational skills
- Ability to meet established deadlines in a timely manner
- Strong initiative and be resourceful with the ability to develop creative solutions
- Ability to write reports, business correspondence and other types of planning documents
- Flexible and adaptable multitasker
- Ability to interpret and evaluate proposals, contracts and government regulations
- Strong analytical skills with attention to detail and follow-through
- Strong project management and problem resolution skills
- Strong personal computer skills, including Microsoft Word, Excel, Project and PowerPoint
- A car and valid driver's license is required for this position.

Education / Experience:

- A bachelor's degree in geography, urban planning, government relations, public policy or a related field is required.
- A master's degree in the above mentioned fields is preferred
- Experience in economic development or community development is preferred

To Apply:

Email cover letter and resume to steven@siedc.org

No phone calls, faxes or visits please.