

Director of Projects 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 Director of Projects will have responsibility for the planning, management, coordination and implementation/service delivery for a variety of efforts within the SIEDC's Projects Division. This position reports directly to the President/CEO and works in tandem with the First Vice-President. Job responsibilities include are but not limited to:

- **Support to President/CEO & First Vice-President**
 - Produce grant and funding applications related to relevant projects
 - Produce required agency reports and submit in a timely fashion
 - Draft grant applications and associated Requests for Proposals for consultants and vendors including oversight of consultant interviews and contract management
 - Assist the President/CEO and First Vice President in securing meetings with agencies and elected officials to support various efforts
 - Interface between agencies and elected officials and SIEDC members
 - Attend meetings, seminars and conferences on behalf of SIEDC

- **Relevant Projects Include:**
 - Intergovernmental coordination, grant applications and local stakeholder engagement **West Shore Light Rail** Alternatives Analysis and Environmental Impact Statement to provide a mass transit link along the West Shore corridor

 - Contract management, consultant interaction and public presentations for the **Staten Island Aerial Gondola** to Bayonne to connect with employment hubs and mass transit in Hudson County

 - Local stakeholder development and engagement, public presentations and grant applications for the **Staten Island Skyway Aerial Park** which is currently seeking funding for an engineering and feasibility study

 - Assistance with fundraising, project scoping and stakeholder coordination for the creation of the **Staten Island Partnership for Transit & Resiliency Improvements (SIPTRI)** which will serve as a non-profit focused on creating a transit master plan for the borough including project prioritization and financing

- Coordination with developers, community stakeholders, property owners and elected officials to expand the **Healthy Housing** initiative which seeks to create affordable workforce housing for young professionals
- Contract management, consultant interaction and public presentations for the **Local Needs Assessment** which includes reviews and recommendations related to transportation, land use, resiliency, adaptive re-use and affordable housing

- **Other tasks and special projects 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 master's degree in geography, urban planning, public administration, government relations, public policy or a related field is required.
- 2-4 years of experience in an above mentioned or related field at a minimum

To Apply:

Email cover letter and resume to **gina@siedc.org**

No phone calls, faxes or visits please.