



New Jersey Economic Development Authority

Job ID: 20523-1986
Job Title: Senior Advisor- Community & Business Development
Grade Level: H18
Salary Range: \$99,120 - \$123,900
Open Date: 08/17/2023
Close Date: 09/30/2023

Job Summary

This position supports the Managing Director of Community Development in the development and implementation of place-based and real estate programs within the Community Development division. This position will support Community Development products and manage programs from conception to closing and will work cross divisional within NJEDA to effectively launch new products. This position will support staff daily to successfully administer Community Development products to ensure the department can provide analytic support on initiatives including but not limited to financing, real estate analysis, and business development when needed to market and promote products.

Essential Duties and Responsibilities

- Works with the Managing Director and implement the department outreach plan, identify goals, and tasks to ensure NJEDA staff is effectively complete such task to support local governments throughout the state.
- Engages with staff daily to oversee various products and initiatives including but not limited to, grants, state-specific analyses, loans, planning efforts, targeted industry support, and reviews of private industry and other efforts in economic development and urban planning.
- Assist Managing Director to lead the team to focus on products that may serve a new targeted industry to the State of NJ, this may include efforts for the Cannabis Industry, Arts and Placemaking initiatives. Supports the team to understand industry research in products that NJ could offer, also prepare those products for program creation, board approval, product launch, and processing of applications in an efficient and effective manner while engaging with cross divisional support.
- Helps staff administer and stand-up challenge grants, planning grants, and other programs that will service targeted cities- including the Government Restricted Municipalities
- Ensures staff is engaging and pursuing public, and private partnerships throughout the state to help NJEDA better assist cities.
- Assist staff on how to establish and maintain targeted and local partnerships within State Government (such as DEP, NJRA, HMFA, DCA, LWD, CRDA etc.) and New Jersey municipalities and counties.
- Aware of current initiatives outside the Authority that support targeted initiatives throughout the state related to urban redevelopment, strategic and creative placemaking, rehabilitation of blighted buildings and vacant land, complete streets, and central business districts.
- Engages with staff to track and review legislative and regulatory issues pertinent to economic development and urban revitalization, particularly at the State level.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer-focused work environment among division, EDA staff and external customers.
- Supports/leads and perform other duties and special projects as assigned.
- Ensures department practices and processes, policies, and procedures follow EDA policies and guidelines and are consistently applied.

- Builds, develops, mentors, and coaches direct reports to develop skills and behaviors to enhance performance. Sets staff goals and objectives, reviews staff semi-annually and annually against individual plans. Develops and implements training and succession plans for the team.
- Must complete annual and semi-annual self-assessment as required.
- Performs other duties and special projects, as assigned.
- Initiates weekly meetings with the managing director to provide weekly updates on respective programs

Skills and Abilities

- Knowledge of sound incentives, Community driven products/programs, real estate, and industry standards for site preparation of commercial and mixed-use projects.
- Knowledge of local governments and how to directly support targeted community and economic development initiatives.
- Deep knowledge and direct experience with NJ local and county governments and project approval process
- Ability to review and analyze cost benefit analyses, real estate development pro formas, gap analyses and net benefit models used in connection with the EDA incentive programs
- Knowledge of accounting principles, tax returns, income, balance sheet, cash flow analysis, and personal financial statements
- Ability to manage multiple projects at one time in an effective manner while maintaining compliance
- Must possess experience in underwriting of real estate transactions for mixed-use, residential, and commercial development in NJ that have utilized prevailing wage
- Must have effective communication skills and business writing skills
- Must be able to effectively meet with customers, evaluate development strategies and projects, and assess management adequacy
- Direct experience in the NJ real estate development and business attraction/retention segment
- Knowledge and ability to function with and within municipal, state, and federal programs
- Ability to initiate new concepts and follow through on current projects
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.
- Passion for EDA's mission
- Customer focused
- A strong understanding of the strengths and limitations of economic development strategies and theories and analysis of market externalities.
- In-depth knowledge of policies and procedures needed to stand up new projects, including ability to work with legal, legislative, procurement, and servicing officers.
- Experience researching economic development best practices and associated enabling/governing legislation.
- Experience with Federal funding sources utilized in facilitating large catalytic projects that could supplement State programs.
- Strong project management skills, including the ability to lead research and manage multiple projects simultaneously.
- Ability to write clearly, and work collaboratively with interdisciplinary team of lawyers, researchers, communications staff, and senior management.
- Ability to work in a fast-paced environment.
- Demonstrated knowledge of economic and community development.

- Exceptional written, oral and interpersonal skills and the ability to effectively interface with a broad range of stakeholders, including senior managements, EDA Board of Directors, staff, government officials, business and industry partners, as well as individual customers and prospects.
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff.

Qualifications

Education and Experience Requirements

- Bachelor's degree in Economics, Accounting, Public Policy, Real Estate, Planning, Urban Studies and/or equivalent professional experience
- Minimum 7 years of prior experience working in economic or community development entity or department.
- At least 3 years of managing a team on daily basis to administer programs.

Master's degree preferred and may be substituted for 1 year of experience

Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the “New Jersey First Act” which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
 - Those guidelines to can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY

Interested Applicants **MUST** submit their resume through our online applicant tracking system.

<https://careers-njeda.icims.com/jobs/1986/senior-advisor---community-%26-business-development/job>

For general recruitment questions, please email us at NJSAME@NJEDA.GOV

Visit us online at www.njeda.gov