



## New Jersey Economic Development Authority

Job ID: 2024-2052  
Job Title: Project Officer Strategic Initiatives  
Division: Community Development  
Reports To: Director, Community Development & Strategic Initiatives  
Salary Range: \$65,484 - \$81,855  
Open Date: 02/02/2024  
Close Date: 02/29/2024

### **Job Summary**

The Strategic Initiatives Project Officer will support the implementation of multiple community development products and programs areas including, but not limited to: Economic Development, Real Estate, Cannabis, Planning and Small Business Initiatives. The Strategic Initiatives Project Officer will also contribute to research on new program development, policy best practices, performance measurement, and provide analytic support for EDA's initiatives and community development.

### **Core Duties and Responsibilities**

- Research best practices and initiatives in other states, cities, and countries concerning issue areas of real estate development and planning economic to support programs under Strategic Initiatives of Community Development.
- Work with the Director of Strategic Initiatives to facilitate relationships across governmental agencies and EDA departments to support development of new Strategic Initiative team programs and products.
- Support implementation of existing Strategic Initiative team products, including aiding in application reviews, organizing CRM records, and providing support to potential applicants and existing grantees.
- Assist the Director, Strategic Initiatives to establish operational processes for new Economic Development products, working across EDA departments as necessary.
- Support varying projects and programs to advance the goals of the Strategic Initiatives Department and Community Development team.
- Perform duties to the highest standards of ethics and professionalism.
- Must complete annual and semiannual self-assessment as required.
- Perform other duties and special projects, as assigned.

### **Skills and Abilities**

- Enthusiasm for equitable community development and readiness to dive into a diverse array of policy issues
- Ability to communicate professionally with diverse stakeholders
- Commitment to collaborative problem-solving
- Ability to quickly research, analyze, and effectively synthesize information across a range of policy areas
- 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
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff

- 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

### **Qualifications**

#### Education and Experience Requirements

- Bachelor's in relevant field and/or equivalent experience
- 5+ years of experience

Advanced degree or industry specific certification 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 valid 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.

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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](https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf)

### **NJ SAME APPLICANTS**

To be considered for this opportunity. **All applicants** must submit their resume and NJ SAME documents online.

You can find the job posting here:

<https://careers-njeda.icims.com/jobs/2052/project-officer---strategic-initiatives/job>

Any questions? Please contact us at [NJSAME@njeda.gov](mailto:NJSAME@njeda.gov)