



Job Description

Req ID: 2023-2005
Job Title: Senior Product Officer, Sector Financing
Division: Economic Transformation
Department: Sector Financing & Incentives
Grade Level: H16
Open Date: 10/18/2023
Close Date: 11/18/2023
Salary Range: \$76,184 - \$95,230

Job Summary

NJEDA's Senior Product Officer – Sector Financing is responsible for understanding the suite of NJEDA financial assistance programs and how they can be used to help facilitate a company's growth within any of the state's targeted sector. They are a member of EDA's Sector Financing team and will partner with colleagues, across the Economic Transformation division, to market these initiatives and provide market feedback to assist in developing future programs.

Essential Duties and Responsibilities

- Assists with the marketing and development of a portfolio of sector financing programs.
- Promotes policies and initiatives that support the state's strategic economic growth.
- Responsible for enhancing the state's long-term economic competitiveness for business job retention and growth.
- Promotes the current portfolio of products to leverage this robust segment of the Authority's economic development tools and support job creation in the state.
- Supports the creation, launch and implementation of industry specific bespoke programs to fill market gaps that will support NJ's leadership position in the marketplace.
- Follows the qualification process to provide Operations/Underwriting with a full application package for the due diligence process. Expected activities include but are not limited to:
 - Obtains and reviews client applications and scope of projects.
 - Reviews of qualifications under the parameters and requirements.
 - Collects and reviews all due diligence checklist items, highlighting any areas of risk and/or gaps with submissions.
 - Explains the timing and process for review with customer.
 - Tracks organizational turn times and leads organizational efficiencies for optimal outcomes.
 - Monitors and develops best practices for determining eligibility and efficient operation of the Sector Financing.
 - Leads all customer communication – both positive and negative.
- Maintains regular reporting of key industry and programmatic data including project readiness, pipeline, tracking available allocation for each program category to ensure sufficient credit availability.

- Develops industry expertise for NJEDA through project-based research and analysis; these efforts may include tracking industry trends at the state, regional, and national level, identifying which key industry issues state government could help to resolve, providing industry and policy updates to internal government stakeholders.
- Develops, pilots, and scales initiatives and programs that strengthen the state's targeted Sectors and increases competitiveness; these efforts may include contributing to the development of issue-focused and demand-based strategies and programs, identifying, and engaging key companies and broader stakeholders, conducting quantitative and qualitative analyses, defining program implementation plans, impact metrics, budgets, etc.
- Helps develop and implement training and succession plans for the team.
- Works with the NJEDA colleagues to manage relationships with key industry stakeholders and acts as an industry-development advocate; these efforts may include representing the Authority at industry events, conducting company research, and acting as a company liaison within the EDA.
- Collaborates with NJEDA's marketing and communications teams to assure web site is accurate, programs are accurately marketed, success stories are shared, and at no less than an annual basis program outcome are reported to Executive Committee, board and program enhancements/efficiencies and improvements are recommended.
- Facilitates the policy and product development for programs associated with financing companies within the EDA and as the voice of the EDA for state projects. Works with external stakeholders as technical and financial advisors to create and implement balanced solutions.
- Leads independent work and small project teams to execute sector strategies.
- Advises Authority leadership, members of the Governor's Office, and other sister agency members on policy and technical matters related to program topics and initiatives.
- Represents the Authority at industry and governmental events and meetings.
- Demonstrates a leadership and ownership mindset within the division, supporting the Sector Leaders, Senior Program Officers and Program Officers and suggesting new ideas for how to improve the department.
- Collaborates in the development and achievement of the Economic Transformation department goals; reviews and evaluates own performance against key metrics.
- Participates in the development of and then advocates for other Economic Transformation strategic initiatives as necessary.
- Performs duties to the highest standards of ethics and professionalism.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative, and customer- focused work environment among division, NJEDA staff, and external customers.
- Must complete annual and semi-annual self-assessment as required.
- Performs other duties and special projects, as assigned, including support non-Sector Financing related incentives as may be needed to support business surges.

Required Skills and Abilities

Problem solving and communication

- Demonstrated proficiency in creative and analytical problem solving, including structuring issues, framing solutions, and executing complex analyses with limited errors and oversight.
- Strong ability to synthesize findings and propose actionable solutions.
- Strong written (presentation, memos, and emails) and oral presentation skills.
- Ability to work on small project teams tackling complex and challenging work.
- 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 build industry expertise

- Ability to identify programs and initiatives via conversations with key stakeholders and monitor successful programs from other states and countries.
- Ability to engage credibly and thoughtfully in broader economic development conversations with industry and government leaders.
- Deep knowledge and understanding of economic development, sector development approaches, and public policy and governance related to the Officer's specific responsibilities.
- Deep understanding of EDA's existing programs and services.

Entrepreneurial leadership

- Demonstrated ability to self-motivate and self-lead own work planning and execution with a strong results orientation.
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little supervision.
- Exceptional history of strong performance and consistent high-quality delivery on commitments
- Ability to adapt to changes in work environment and manage competing demands.

Customer orientation

- Ability to build strong relationships and contacts within the industry.
- Track record of consistently meeting private sector customer service-level expectations.
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff.

Management mindset

- History of sound decision making and ability to understand implications of decisions.
- Demonstrated interpersonal skills, including ability to influence and engage team leaders and peers.
- 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.
- Strong ethical orientation, including exercising sound financial stewardship.
- Commitment to and passion for EDA's mission and inspires a sense of shared purpose.
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

Required Qualifications

Education and Experience Requirements

- Bachelor's Degree, preferably in a relevant field of study such as business finance or accounting
- 7years of industry-facing experience in a government agency or related field or experience such as bank or SBA lending , in a fast-paced, project-based professional services environment that emphasizes teamwork, problem solving, and communication (e.g., management consulting, business development, commercial banking, large-scale project management, etc.).
- Experience in program development, public policy development and basic financial principles.

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

NJ SAME Applicants:

In order to be considered for this position, all NJ SAME applicants must submit their resume and NJ SAME eligibility documents through the job link below.

<https://careers-njeda.icims.com/jobs/2005/senior-product-officer---sector-financing/job>

Please direct any inquiries to NJSAME@njeda.gov