



New Jersey Economic Development Authority

Job ID: 2023 - 1939
Job Title: Sr. Product Officer, Aspire
Open Date: 04/13/2023
Close Date: 06/30/2023
Grade Level: H16
Salary Range: 76,184 - \$95,230
Location: Any NJEDA Office Location

Job Summary

Under the supervision of the Assistant Director of Aspire, the Sr. Product Officer helps shape, administer and market the Authority's Aspire tax credit program. This program is the state's primary vehicle to support large-scale commercial, anchor institution sponsored and residential real estate development projects under the Economic Recovery Act of 2020. The position is responsible for reviewing, analyzing, and managing Aspire project applications from inception to compliance.

Essential Duties and Responsibilities

- Undertakes detailed review and assessment of program applications including the initial qualification and eligibility assessment to advance applications for program funding to the next stages.
- Documents all actions and enters required information into NJEDA's Customer Relationship Management system.
- Prepares and presents board memos and related documents (e.g., project information, PowerPoint presentations, agreements, memorandum of understanding) to advance the project and obtain approvals.
- Assists in the negotiation and closing process for all transactions/contracts.
- Assists with preparation of program guidelines, product specifications, program implementation documents, program deliverables and status reports by gathering, analyzing, and summarizing relevant information.
- Coordinates with other NJEDA departments, the Attorney General's office, and third-party consultants in regard to the above.
- Collaborates with NJEDA's marketing and communications teams on the development of marketing materials and other documents as needed and updates to the website to enable successful implementation.
- Assists with designing, planning, and conducting educational initiatives (workshops, seminars, webinars, bootcamps) and conference presentations at industry and governmental events and meetings.
- Develops industry expertise through research and analysis which may include tracking industry trends/progress at the state, regional, and national level.
- Prepares scopes of services, as needed, for consultants, assists with procurement and contracting process (RFP, evaluation review and agreement) and coordinates the work of consultants as assigned by the Assistant Director of Aspire.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, NJEDA staff and external customers.
- Performs duties on a timely basis to the highest standards of ethics and professionalism.
- Helps to institutionalize best practices; defines and implements needed systems and policies.
- Completes annual and semiannual self-assessment as required.
- Performs other duties or special projects, as assigned by the Assistant Director of Aspire.

Required Skills and Abilities

- Knowledge and understanding of economic and community development, public/private partnerships, financing programs and regulations, public policy and governance.
- Must possess strong creative and analytical problem-solving ability, including structuring issues, synthesizing findings, and framing solutions.
- Critical thinking and analytical skills with the ability to develop required real estate policies, procedures and programs.
- Strong written (presentation, memos, and emails) and oral presentation skills.
- The candidate must have a working knowledge of financial fundamentals and financial modeling.
- Ability to prioritize workload with effective time management. Must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision.
- Strong work ethic, ability to be proactive and responsive in a team environment.
- Proficiency in Microsoft Office Suite, evaluating financial models in Microsoft Excel, and the ability to learn new software programs including customer relationship management systems and/or databases.
- Ability to adapt to changes in work environment and manage competing demands.
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and NJEDA staff.
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications 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.

Required Qualifications

Education and Experience Requirements

- Bachelor's degree with emphasis in urban studies/real estate, planning, public administration, finance, or closely related field and/or equivalent professional experience
- Minimum 7 years' experience in program development and/or real estate/economic/community development (preferably within or working with a government/public agency)
- Direct experience working with and understanding of various New Jersey economic and/or community development programs a plus
- Real estate financial analysis (i.e., creation of investment analysis – e.g., IRR, net present value, cash on cash return)

Physical Demands

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

Travel

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

Certificates and Licenses Required

- 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 essential 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