JOB POSTING
Staten Island Economic Development Corporation
First Vice President

ORGANIZATIONAL INFORMATION
The Staten Island Economic Development Corporation (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 projects in an environmentally friendly manner, all of which improve the quality of life and provide broad and diverse employment opportunities.

POSITION OVERVIEW
The First Vice President reports directly to the President/CEO and is responsible for their own portfolio of projects as well as oversight of the Projects Division. Daily functions include but are not limited to:
- Projects and Planning Efforts
- Policy Documents
- Fundraising and Grant Writing
- Membership and Recruitment
- Client Management
- Other various responsibilities.

Projects and Planning Efforts
The First Vice President is the primary staffer responsible for the development and advancement of various efforts within the Projects & Planning portfolio of the organization. These include the West Shore Light Rail Alternatives Analysis/Environmental Impact Statement, Staten Island Skyway Engineering & Feasibility Study, and Staten Island to Bayonne Aerial Gondola project, Downtown Revitalization Initiative, Transit Improvement District, Healthy Housing effort, Comprehensive Economic Development Strategy (CEDS), Local Needs Assessment (LNA) and the Victory Bridge proposal. The First Vice President is also responsible for daily operations related to the West Shore Industrial Business Improvement District (BID).

Policy Documents
Working in collaboration with Projects Division staff, the First Vice President oversees the production of various policy documents including the Industrial Success Stories, Annual Economic Snapshot, Adaptive Reuse Guide, the Staten Island Solutions Lab (SISL) and various Covid-19 resources, best practices and recommendations documents.
Fundraising/Grant Writing
The First Vice President has the primary role in identifying and applying for various grant and contract opportunities. This includes the annual New York State Consolidated Funding Application for projects identified by SIEDC management. The First Vice President is generally responsible for contract management and vendor oversight upon receiving the grant.

Membership and Recruitment
The First Vice President is responsible for generating membership, sponsorship and partnership leads through the various projects within the portfolio and referring those leads to appropriate recruitment/membership staff. This includes attending conferences, symposiums, events and off-site meetings as needed and as appropriate.

Client Management
The First Vice President is a critical resource for SIEDC members seeking assistance with projects. This can range from one-off efforts such as providing an important agency or utility contact, to assisting with a grant/funding application to longer term projects which allow for a separate fee for service arrangement. The First Vice President is responsible for providing these services directly as well as delegating responsibilities to Projects Division staff and assisting as needed.

Other Responsibilities within the Projects Division
The First Vice President is responsible for the overall management and reporting of various projects within the Projects Division portfolio. This includes the New Dorp BID and various merchant organizations, "Property of the Month" campaign, the Industrial Business Zone program and other efforts as directed by SIEDC management.

KEY SKILLS FOR THE POSITION
- 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 planning documents
- Flexible and adaptable multitasker
- Strong analytical skills with attention to detail and follow-through
- Strong project management and problem resolution skills
- Strong 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, real estate or a related field is required
- Strong working knowledge of New York City and State government, agencies and policies
- Ability to interpret and evaluate proposals, contracts and government regulations
- Strong working knowledge of construction, development, real estate, zoning and planning regulations etc.
- A demonstrable portfolio of grant writing and fundraising experience
- Advanced mapping skills are encouraged

**TO APPLY**

- Email cover letter and resume to cesar@siedc.org
- No phone calls, faxes or visits please
- Salary commensurate with experience