

**Seneca County Industrial Development Agency
Grants and Development Specialist
Position Description**

Overview:

The Seneca County Industrial Development Agency is seeking an economic development professional to assist with carrying out the Agency's mission. The Grants and Development Specialist reports to the Executive Director and will be responsible for assisting with grants management, site selection, and other business development activities related to recruitment, expansion and retention.

Mission Statement:

Pursuant to the authority granted by the State of New York, it is the mission of the Seneca County Industrial Development Agency to advance the job opportunities and economic welfare of the people of Seneca County, by actively promoting, encouraging and attracting economically sound commerce, industry and recreational opportunities. The Seneca County Industrial Development Agency will achieve this mission by utilizing the powers granted to it by New York State that provide financial assistance to qualified projects. This assistance can include conduit bond financing, lease/leasebacks, and exemptions from taxation, and support to other organizations with similar missions. The Board and staff of the Seneca County Industrial Development Agency will carry out this mission guided by the tenets of transparency, integrity and accountability.

Position Description:

The Grants and Development Specialist helps the Executive Director implement efforts related to business attraction, expansion and retention. Responsibilities include identifying and administering grant programs to assist the business community, maintaining a database of available commercial and industrial sites in Seneca County for future development, and coordinating attraction and expansion projects with local regulatory agencies to help businesses navigate regulatory processes and potential hurdles. Ability and willingness to travel necessary.

Specific Job Responsibilities Include:

Consults and builds relationships with existing and prospective business representatives in identifying site locations, facilities, financial assistance and related items.
Coordinates project needs with other public, private and non-profit economic development partners (local, state and federal) on behalf of prospective and expanding businesses in Seneca County providing leadership as required.

- Maintains and updates the database of available sites in Seneca County.
- Manages relationships with local real estate brokers to identify available sites.
- Communicates with partner organizations about the availability of sites for development and responds to requests for information for business attraction projects.
- Coordinates with companies seeking to relocate to or expand in Seneca County by assessing their site needs and offering suitable options.
- Works with the Executive Director to develop and administer various grant programs or federal and/or state funds relative to economic development.
- Manages reporting on state and federal grants.
- Assists the Executive Director with developing strategies for marketing Seneca County sites, including those owned by the IDA.
- Assists with the development of a new industrial park.
- Coordinates projects with local and County Codes and Planning offices to help businesses navigate regulatory processes and hurdles.
- Coordinates with County Planning and the Genesee/Finger Lakes Regional Planning Council on the regional Comprehensive Economic Development Strategy.
- Prepares SEQRA documentation for IDA projects.
- Participate in continuing education and relevant trade association seminars relevant to economic development.
- Other responsibilities as initiated by the Executive Director.

Qualifications:

The successful candidate will have a bachelor's degree and at least two years of experience in public sector economic development, grants management, or business administration, including continuing professional development in various aspects of economic development and management.

Knowledge and Skills:

Strong business acumen and problem-solving skills (entrepreneurial experience a plus).

Strong relationship building talent and communications skills in a variety of forums from public meetings to interviews with CEOs.

Property management and development experience.

Loan and grant administration experience.

Ability to maintain confidentiality.

Ability to work independently.

Ability to work successfully with several different constituents and handle multiple tasks.

Ability to manage time, meet deadlines and provide prompt follow-up.

Computer literacy required (MS Office Suite – outlook, word, excel, power point).

Compensation:

The starting salary for this position will range from \$50,000-60,000 depending on qualifications and experience.

Fringe benefits will include participation in the NY State Retirement System, medical insurance, dental insurance and mileage reimbursement.

Please forward a resume with cover letter by May 20, 2022 to:

Seneca County IDA
One DiPronio Drive
Waterloo, NY 13165

Or email to: k.kline@senecacountyida.org