

Job Posting

Schoharie County Industrial Development Agency
349 Mineral Springs Road, Cobleskill, NY
Attn: Search Committee

Schoharie County Industrial Development Agency (SCIDA) is seeking an Executive Director to lead the Agency in its efforts to promote economic development in Schoharie County, New York. The Executive Director position is a full-time position. The SCIDA has existed for approximately 50 years and its' mission is to promote economic development and opportunities in Schoharie County. To accomplish this the SCIDA can provide the following economic benefits to new or existing businesses in the County: Payments in lieu of tax agreements, sales and mortgage tax exemptions along with other incentives (State and Federal grants) that can be obtained on a project-by-project basis. The SCIDA manages two leased properties and also provides administrative services for the Schoharie County Capital Resource Corporation.

Major Duties and Responsibilities include the following:

Develop organizational goals and work with the SCIDA Board to achieve these goals

- Work with various individuals, Agencies, and other stakeholders to achieve goals.
- Coordinates with economic development organizations, businesses, and government entities for business development activities.
- Assist and or lead with the development of a new industrial site.
- Assist and or respond to requests for proposals from businesses interested in locating to the area.
- Assist eligible businesses that are interested in relocating or expanding in Schoharie County with State and Federal resources/incentives and sites.
- Manage SCIDA's loan portfolio and properties.
- Oversee personnel and Agency operations; including the development of an operating budget.
- Perform reporting requirements of NYS Authority Budget and Comptroller's offices; including overseeing and working on the annual audit.
- Report to the SCIDA Board and coordinate Board and committee meetings.

Qualifications

The successful candidate will have a bachelor's degree and 3 years experience in business, economic development, or the public sector. Specific knowledge and skills include the following:

- Ability to work independently and maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Strong oral and written communication skills.
- Knowledge of NYS, Federal and private economic development programs, and site development.
- Knowledge of business and nonprofit financing and financial statements a plus.
- Ability to negotiate business transactions.
- Project/land development a plus

Compensation

The starting salary for this position will be in the range of \$55,000-\$75,000 depending on qualifications and experience. Fringe benefits can include participation in the NYS Retirement System, health insurance contribution, and mileage reimbursement.

Please submit resume and cover letter by September 27, 2022 to:

Contact information

Interested individuals should submit a letter of interest and current resume to:

Schoharie County Industrial Development Agency

ATTN: Search Committee

349 Mineral Springs Road

Cobleskill, NY 12043 or email

RFilmer@Schohariecountyrpc.com

BurtonCJ@Cobleskill.edu