

Notice of Job Opening

Position: Director of Economic Opportunity and Development

Applicants must meet the requirements outlined in the enclosed job description.

Preferred Qualifications: A graduate degree in business administration, urban planning, public policy, management, real estate development, or related field.

Department: Office of the Mayor

Vacancies to be filled: 1

Rate of Pay: \$104,810 - \$148,140 Annually
Commensurate with qualifications and experience

Schedule: 37.5 (8:30 am-5pm)

Application Deadline: Until Filled
All applicants must submit an application online via <https://www.activatealbany.com/jobs> to be considered for the job opening.

Residency Requirement: YES
Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Columbia County
- Greene County
- Rensselaer County
- Saratoga County
- Schenectady County
- Schoharie County

DIRECTOR OF ECONOMIC OPPORTUNITY AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: The Director of Economic Opportunity and Development plays a vital role in shaping the City's economic future by helping to ensure that the local economy is competitive, inclusive, and connected to regional, state, national, and global economic systems. The incumbent serves as the City's chief economic development advisor and is responsible for developing and sustaining strategic relationships with key private- and nonprofit-sector partners, including major institutions, corporations, small businesses, chambers of commerce, and local, regional, and statewide economic development agencies such as Capitalize Albany and Empire State Development. The Director is responsible for developing and driving an economic development strategy that operationalizes the Mayor's economic vision, ensuring that growth benefits all communities, supports businesses of all sizes, and integrates economic opportunity into policymaking across City government. The Director reports to the Deputy Mayor and serves as a member of the Deputy Mayor's executive team, which also includes the Chief of Staff to the Deputy Mayor, Public Safety Commissioner, and Director of Intergovernmental Affairs. This role is dedicated to advancing the City's economic development priorities, fostering small business growth, and positioning the City to compete effectively in the global economy.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and leads the implementation of a citywide economic development strategy with clearly defined goals, strategies, and measurable outcomes;
- Advances, in close partnership with key private and nonprofit partners, the Mayor's economic opportunity and development agenda;
- Meets regularly with corporations, major institutions, small businesses, chambers, and local, regional, and statewide economic development agencies—including Capitalize Albany and Empire State Development—to drive coordinated progress;
- Presents recommendations to the Deputy Mayor and Mayor regarding steps the City can take to ensure economic competitiveness, inclusivity, and global connectivity;
- Prepares recommendations for the Mayor's Cabinet and City Departments on incorporating economic development considerations into broader City policies, plans, programs, and initiatives;
- Attends meetings of the Common Council, committees, boards, commissions, and other bodies as required to report on economic development activities and progress;
- Interfaces with local, state, and federal government partners to build strategic relationships, identify resources, and advance the City's economic priorities;
- Identifies opportunities to support small business growth, entrepreneurship, and workforce development through strategic partnerships and City-led initiatives;
- Ensures that economic development strategies incorporate equity, access, and opportunity for historically underserved communities;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Deep knowledge of local and regional economies;
- Extensive experience in building and maintaining productive, positive working relationships with a diverse range of partners across sectors;
- Experience leading and developing strategic plans, carrying these plans from vision to implementation and monitoring outcomes;
- Excellent written and verbal communication skills, including public speaking experience;
- Familiarity with state and federal economic development programs, incentives, and funding sources;
- Working knowledge of Albany, its communities, and local government operations;
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment;
- Demonstrated commitment to economic growth that expands opportunity and reduces disparities and historic inequities;
- Ability to work outside of a traditional office schedule, including evenings and weekends as needed, and in varied indoor and outdoor settings
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree in business administration, urban planning, public policy, management, real estate development, or a closely related field and eight (8) years of professional experience in economic development or a closely related field.