

## **FULL-TIME POSITION: DIRECTOR, INDUSTRIAL INITIATIVES**

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### **Agency Description:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for businesses in New York City to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce.

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### **Workforce Development Division**

The Workforce Development Division is dedicated to improving the economic mobility of all New Yorkers through the delivery of quality employment and training services. The first recommendation of Mayor de Blasio's workforce development strategy, Career Pathways: One City, Working Together, is expanding Industry Partnerships to ensure that New York City businesses are able to find the talent needed to thrive and grow and New Yorkers are equipped with the skills and qualifications needed to access jobs with family sustaining wages. Industry Partnerships are intermediaries between industry, government, organized labor, academia, philanthropy, community-based organizations and training providers that work together to drive the economic vitality of NYC through the development of a superior talent pool that is inclusive of all New Yorkers.

### **Job Description:**

The New York City Industrial Industry Partnership seeks a Director, Industrial Initiatives to support efforts to deliver programming, strategies, and initiatives designed to provide training, Business support and job opportunities at scale to thousands of New Yorkers.

In this newly established role, the Director, Industrial Initiatives will report to the Founding Executive Director and assist in the management of program initiatives and day-to-day operations. The position will play an integral role in ensuring the successful execution of all programming and activities in a fast-paced, high-performance environment, from industry research to stakeholder convening to program recruitment and evaluation efforts. S/he will work closely with the Director of Strategy and Initiatives including the successful engagement of industry stakeholders, the effective support and scaling of programs and initiatives, and the recruitment, training, and placement of target demographics. The ideal candidate is a manager with 2-5 years' experience in high-level operations, manufacturing, logistics, and a demonstrated passion for maintaining and growing Industrial and Manufacturing Businesses in New York City.

### **Job Responsibilities:**

The Director will support efforts in the development, delivery and assessment of all Industrial initiatives. Key responsibilities include:

- Engage training/academic partners on new geographic-specific cohort trainings
- Works as a liaison between business partners and SBS projects when in initial development, when issues arise, and as related to council-related programs
- Build reports and case studies based on extensive data analysis from a myriad of private and public sources.
- Assist in the development of work-based learning group curriculum for an on-the-job pipeline
- Assist with initial and follow-on meeting with business and community-based partners ensuring synapse connections between local jobseekers and opportunities
- Assists with liaising between business partners and SBS services to ensure adequate access
- Learns and mirrors Industrial Industry Partnership Exec. Director relationships with business partners, community-based organizations, politicians, and government officials and organizations
- Assist the Executive Director of Industrial Industry Partnership on Workforce Development and

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related Initiative.

**Preferred Skills:**

- 2-5 years of experience in a fast-paced industrial or manufacturing environment
- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders to deliver fast, quality results
- Knowledge of New York City's industrial and manufacturing environment
- Proven experience in planning, implementing, and managing projects from inception to completion
- Excellent organization skills and impeccable attention to detail
- Exceptional communication and writing skills
- Outstanding analytical, problem solving, and creative thinking abilities; enterprising and resourceful, self-starter and team player
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- Proficiency with Microsoft Office applications, mastery of Excel and PowerPoint preferred
- Data analysis

**Qualifications:**

1. A baccalaureate degree from an accredited college or university and five years of full-time paid experience acquired within the last fifteen years, of supervisory or administrative experience including handling of business promotion or urban economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.

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**How to Apply:**

To apply for this position, please email your resume and cover letter with the subject line: **Director, Industrial Initiatives; Program Manager: Gavin Whittle, Founding Executive Director, Industrial Industry Partnership** at [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for **Job ID # 250630**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for **Job ID # 250630**

**SALARY RANGE: Commensurate with Experience.**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment**

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038

