

FULL TIME POSITION (2):

LEAD CONSULTANT

AGENCY-WIDE IMPACT & STRATEGY UNIT

AGENCY DESCRIPTION:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

JOB DESCRIPTION:

The SBS Impact + Strategy team, which works closely with the Commissioner's office, is responsible for guiding projects related to economic growth in New York City. Projects may focus on evaluation, entrepreneurship and business support, talent development, and other relevant issues. The Lead Consultant for SBS Impact + Strategy will work with senior leadership across four of the Agency's Divisions to help set strategic priorities, define/measure impact, and develop new initiatives. The Lead Consultant will report directly to the Agency Executive Director on a variety of projects related to the organization's strategic priorities and emerging issues for the City.

Key Responsibilities may include but are not limited to:

- Conduct research, financial modeling, data gathering and analysis, and expert interviews in order to problem solve and analyze issues both policy and programmatic
- Synthesize complex information into memos, policy guidance and reports for various audiences
- Lead strategic planning processes for 1-2 Divisions, in partnership with senior Agency leadership
- Structure and manage external evaluations, in partnership with Agency staff and external partners
- Create presentations that effectively communicate key project findings and recommendations to various audiences (e.g., senior EDC staff, City Hall staff, partner agencies, external stakeholders, etc.)
- Build and guide strategic partnerships with key City Agencies and community-based organizations

PREFERRED SKILLS:

- 3-5 years of management consulting, strategic planning, or equivalent experience in a demanding analytical environment
- Strong command of MS Office, including PowerPoint, Excel, and Word
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets
- Strong written and oral communications and presentation skills
- Able to look at the big picture and search for insightful, creative solutions
- Able to prioritize among competing needs and opportunities
- Enterprising and resourceful, organized and results oriented
- Energetic, pro-active, collaborative and strategic
- Strong team-player who enjoys working in multi-stakeholder partnerships
- Demonstrated interest or experience in economic development and/or public policy issues a plus

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
- a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - c. economic, market or site research and analysis for business and neighborhood development; or
 - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs.

How to Apply:

To apply, please email your resume and cover letter including the following subject line: **Lead Consultant** to: careers@sbs.nyc.gov

Salary: Commensurate with experience

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Lead Consultant Job ID # 252451**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Lead Consultant Job ID # 252451**

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

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