

## SUMMER INTERNSHIP:

### Business Development Division – Financial Services

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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 companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

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#### Job Description:

The Business Development Division within SBS is responsible for NYC Business Solutions, Business Incentives, SBS' Business Outreach Team, and SBS' Customer Service Center. These programs are all designed to make it easier for businesses to start, operate, and expand in New York City. Access to capital is a critical issue for small business growth. Following the recession of 2008-2009, the credit markets tightened up significantly. While access to credit has loosened a bit since then, many of New York City's small businesses still have challenges accessing the credit they need to operate and grow. This is particularly true for immigrant business owners with cultural/language barriers, those in business less than two years, and those in industries that are considered riskier, such as restaurants and small construction companies.

Through NYC Business Solutions, we help small business owners assess their needs and match them with appropriate services. Access to capital is the service in highest demand. Through relationships with over 40 banks, credit unions and alternative lenders, we assist firms in packaging loan applications, identifying and correcting potential red flags, and referring them to lenders most well-suited to meet their needs. In 2011, we connected clients to 63 facilitated over 800 financing awards valued at \$39 million.

In an effort to expand and scale out our referral relationships with financial partners while tapping into their expertise for better staff and client education, SBS convened the **NYC Bank Advisory Council** in 2011. The Council is a group of senior business bankers from ten major banks working with SBS on strategies to get more credit out to the NYC small business market.

Based on work completed with the Council in 2011, we have several new initiatives underway in 2012. These include the creation of a restaurant financing guidebook and cost estimator tool, an initiative to increase our assistance to local exporters, an analysis of federal loan guarantee programs, and a pilot to leverage New Markets Tax Credits for small business lending. We will also engage additional banks and will continue to seek operating support from our banking partners. Specific duties include:

- Assist with the implementation of new initiatives, which may include writing copy, defining program processes and metrics, creating marketing plans, managing project timelines, and supporting key project meetings.
- Assist with development efforts to secure additional private-sector financial support, which will include research on giving, generating proposals and presentations, and participation in key pitch meetings.
- Assist with new and ongoing outreach to financial partners and identifying opportunities to create greater public awareness of the positive results of our work with them.

#### Qualifications:

The Ideal Intern will have:

- Outstanding written and verbal communication skills
- Strong attention to detail
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously and prioritizing assignments to meet deadlines
- Strong project management skills with the expertise to manage internal and external relationships and projects involving diverse stakeholders
- Superior ability with MS Office suite



- Previous experience in corporate fundraising/sponsorship highly preferred marketing/communications desirable as well
  - Past experience working with small business desirable but not required
  - Knowledge of commercial lending desirable but not required
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## **How to Apply:**

**You must be enrolled in an accredited college/university to qualify for this internship.**

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

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