

FULL TIME POSITION:

Assistant Commissioner, Capacity Building and Corporate Partnerships Division of Economic and Financial Opportunity

Agency Description:

The New York City Department of Small Business Services (SBS) is a dynamic, 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.

UNIT DESCRIPTION – Division of Economic and Financial Opportunity (DEFO):

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

Job Description:

CAPACITY BUILDING & CORPORATE PARTNERSHIPS

Capacity Building & Corporate Partnerships is a set of programs and services designed to provide education, training and mentorship for Minority- and Women-owned Business Enterprises (M/WBEs) in order to help strengthen their operations and financial position, and develop management and leadership skills in order to better compete for public and private sector contract opportunities. This includes the following initiatives:

- **NYC Construction Mentorship Program** – SBS provides business and construction management training to a specific cohort of M/WBEs, through business assessment, one-on-one mentorship and a custom-developed growth plan, in order to assist construction M/WBEs grow their firms. This application-based program is offered annually and is comprised of a 9-month curriculum.
- **Bond Readiness Program** – SBS provides guidance, training and support to a specific cohort of construction M/WBEs looking to get or increase their bond capacity. The program engages surety companies to provide assistance and direct bonding access. This application-based program is offered annually and is comprised of an 8-month curriculum.
- **HPD Developer Program** – SBS and the NYC Department of Housing Preservation and Development (HPD) partner to provide a specific cohort of M/WBEs in the affordable housing development industry with guidance in navigating this arena and resources in order to help them compete for HPD affordable housing project opportunities.
- **NYC Teaming** – SBS provides workshops, services and matchmaking events designed to assist M/WBEs partner with prime vendors, other M/WBEs or small businesses in order to be able to compete for new or larger contract opportunities.
- **NYC Goods and Services Mentorship Program** – SBS provides business management training, through business assessment, one-on-one mentorship and a custom-developed growth plan, in order to assist a specific cohort of professional services, standard services and goods M/WBEs build their capacity to more successfully compete for City contract opportunities. This application-based program is offered annually and is comprised of an 8-9-month curriculum.

- **Corporate Alliance Program** – SBS partners with 10 major corporations to provide education, training and mentorship on how to do business with large corporations in order to build their capacity and ability to take on public sector work.

The Assistant Commissioner will report to the Deputy Commissioner of DEFO and will be responsible for overseeing the above initiatives, as well as program staff who will directly manage and support each initiative. The Assistant Commissioner will participate in developing strategies, programming and performance metrics for these and future initiatives to assist NYC-certified M/WBEs build business capacity in order to successfully compete, bid, win and perform on City and private sector contracts.

Specific Responsibilities:

- Oversee implementation of each aforementioned initiative, as well as any additional initiatives assigned to business unit, including program management and staff, program vendors and external partnerships
- Build and maintain relationships with M/WBE participants in order to make appropriate recommendations to complimentary services and to assist with networking and business development
- Work with internal units, and external partners to enhance existing programming and develop new capacity building programming and services
- Oversee procurement processes and program contracts
- Manage performance of each program vendor
- Develop and oversee regular reports of program metrics for the unit, agency and its partners
- Participate in planning, coordination, and implementation of workshops, courses, meetings and other events
- Represent the unit and agency/division in meetings/events/presentations with corporate partners, City Hall, City Council, City agencies and other stakeholders
- Develop strategies with divisional units and Deputy Commissioner to identify best practices, additional programming, marketing/promotion, and outreach to better support M/WBEs in competing for contract opportunities in both public and private sectors
- Lead and participate in special projects as needed

Preferred Skills:

- A master's degree from an accredited college in business or public administration, management science, operations management, organizational behavior or urban studies
- 5 – 7 years of program development and management
- Significant experience in managing multiple staff
- Significant experience in vendor management and partner relationship management
- Outstanding written and verbal communications skills, including formal presentation skills
- Ability to represent the agency and confidence in presenting to senior level public and corporate officials
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously and prioritizing projects to meet deadlines
- Proactive and collaborative style that works well in teams
- Knowledge of New York City, State and Federal government; knowledge of the issues facing New York City
- Proficiency using MS Word, MS Excel, MS PowerPoint, MS Visio and MS Project
- Experience with data analysis using MS ACCESS, MS EXCEL or other software application



Qualifications:

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration

How to Apply: PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2015

To apply for this position, please email your resume and cover letter including the following subject line: **Assistant Commissioner – Capacity Building & Corporate Partnerships** to: careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 190552

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 190552

Salary: Commensurate with Experience

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