

## **FULL TIME POSITION:**

### **DIRECTOR, CAPACITY BUILDING INITIATIVES**

### **NEIGHBORHOOD DEVELOPMENT DIVISION**

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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.

New York City is the leader in building neighborhoods that thrive and innovate. SBS's Neighborhood Development Division supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 69 Business Improvement Districts (BIDs), the Neighborhood Development Division oversees the provision of over \$112 million to district improvement projects and supplemental services annually. Neighborhood Development also partners with dozens of Local Development Corporations (LDCs), Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs in low-to-moderate income neighborhoods. The Neighborhood Development Division's goal is to create and support sustainable local partner organizations that advance the small business environments of communities across the City's five boroughs.

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#### **Job Description:**

The Neighborhood Development Division is seeking a Director of Capacity Building Initiatives to report to the Assistant Commissioner. The Neighborhood Development Division has prioritized capacity building in neighborhood organizations by offering organizational development and nonprofit management training workshops, roundtables, and one-on-one technical assistance to BIDs, LDCs, and merchant associations. The Director will be responsible for providing partner groups with ongoing organizational development and nonprofit management training opportunities to help them grow their organizations and better serve their respective commercial districts and neighborhoods.

The Director will:

- Create a comprehensive and strategically sequenced set of Neighborhood Development capacity building tools and resources for local organizations that will be used in tandem with the Neighborhood Development Division's commercial revitalization programs;
- Develop and implement regular capacity building opportunities for partner organizations (i.e. trainings, nonprofit management support, best practice sharing, technical assistance, data/resource clearinghouses, etc.);
- Manage new and existing commercial revitalization and Capacity Building programs (i.e. Neighborhood Leadership, Retail Recruitment, Neighborhood Challenge, Superstorm Sandy Recovery/Resiliency);
- Proactively seek out funding sources to augment Neighborhood Development's programs and develop new/creative partnerships with institutions, foundations, consultants, and agencies to better leverage additional funding and capacity building opportunities;
- Develop cross-division collateral and training materials that highlights SBS services, programs, and expertise (i.e. Merchant Organizing, Retail Attraction, Façade Improvement guides);
- Convene partner organizations and neighborhood development practitioners on a regular basis to allow for exchange of best practices, innovative problem solving, understanding of challenges, and the need for ongoing technical assistance;
- Manage special projects as they arise and serve as a Neighborhood Development Division point on intergovernmental task forces;
- Serve as a responsive, vocal, and insightful representative of SBS at BID Board of Directors meetings and public events.



## Preferred Skills:

The ideal candidate will have demonstrated the following skills:

- Masters Degree in public administration, public policy, urban planning, or business from an accredited university –
- Experience with general capacity building initiatives at the non-profit and/or community level preferred
- Knowledge of local economic development practices, community organizing, and/or merchant organizing;
- Familiarity with non-profit management, non-profit law, and board of directors roles/responsibilities;
- Experience communicating program needs to IT and Marketing professionals for project implementation;
- Interest in carrying out commercial revitalization activities in community-based economic and/or neighborhood development organizations;
- Strong organizational, project management, and leadership skills;
- Ability to organize and drive projects to timely completion – through coalition and consensus building;
- Ability to actively listen to and synthesize disparate viewpoints into a shared vision;
- Strong interpersonal skills, work ethic, attention to detail and a desire to improve the effectiveness and quality of services delivered to communities in the City of New York;
- Outstanding presentation, writing, and communications skills;
- Outstanding analytic, problem-solving, and creative thinking abilities;
- Excellent MS Word, MS Excel, MS PowerPoint, MS Access, and MS Outlook skills. Adobe Illustrator and/or GIS skills strongly encouraged.

## Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or 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; or
2. A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis.

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## How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line: **Director of Capacity Building Initiatives** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

## ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: Director, Capacity Building
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job Title: Director, Capacity Building

**Salary range for this position is: \$60,000 - \$70,000 per year, 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

**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.**