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FULL TIME POSITION: PROGRAM MANAGER, CAPITAL ACCESS DIVISION OF BUSINESS SERVICES

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:

Access to capital is one of the top issues for small businesses starting and growing in New York City, SBS works with more than 40 local lenders and hundreds of businesses per year to help businesses connect with the funds they need to start, operate, and expand. Last year, SBS helped nearly 600 businesses access approximately \$60 million in loans and grants.

Emerging businesses and Minority and Women Owned Business Enterprises (M/WBEs) face obstacles to winning and successfully performing on City contracts, including access to capital and bonds. The Department of Small Business Services (SBS) is developing two new initiatives to equip emerging businesses and M/WBEs with the tools they need to gain access to the City's contracts. The Program Manager will be responsible implementing and managing these two programs:

- ***Bond Guaranty Program:*** Bond guaranty program to support emerging small businesses and M/WBEs secure surety bonds to perform on city contracts.
- ***Financing Program:*** Revolving loan fund to provide upfront capital to emerging and M/WBE contractors or sub-contractors.

Additionally, the Program Manager will work with the team on additional initiatives and services to create a more inclusive financing space in New York City.

Job Responsibilities:

The Program Manager will join the agency's Capital Access team. He/she will be responsible for the administration, operations and project management for related programs. Some specific responsibilities include, but are not limited to:

- Develop, implement, and manage programming designed to create a more inclusive financing space and connect business owners to needed resources for growth
- Launch, execute, and manage both the Bond Guaranty Program and Financing Program
- Work closely with the Mayor's Office of Contract Services, the New York City Economic Development Corporation, and other City agency partners
- Conduct analysis of the City's contracting process for M/WBEs and emerging businesses
- Analyze and present findings and recommendations to project teams and senior staff in written and verbal form on initiative and partner progress/outcomes
- Manage reporting on contracts with participating vendors on both programs, including monitoring utilization of funds and evaluating success
- Working with and training key individuals at City agencies to ensure they are aware of financing programs
- Develop quality assurance mechanisms for existing and new Capital Access programs
- Ensure program is utilized by key stakeholders: businesses, surety companies, and City agencies
- Help expand and deepen impact of the agency's existing capital access initiatives

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.



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Preferred Skills:

- At least 3-5 years professional experience, including project management and program development
- Experience working for or with City contracts is preferred
- Experience working with construction businesses or MWBEs in a project management function preferred
- Proven track record in a high-paced environment
- Excellent written and oral communications skills
- Experience using customer relationship management tools or other database systems in order to track and manage services and outcomes desired
- Excellent relationship management, organizational, strategic thinking and quantitative/qualitative skills
- Knowledge of small business capital needs, experience with small business lending, financial management, or accounting

Qualification Requirements:

- A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience; or
- A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above.

PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2016.

How to Apply:

Interested candidates should email their cover letter and resume to gperezeugui@sbs.nyc.gov ATTN: **Gustavo Perez Eugui**. Include: "**Program Manager, Capital Access**" in the email subject line.

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Program Manager, Capital Access**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Program Manager, Capital Access**

Salary Range: \$55,000 - \$65,000

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

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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

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