

FULL TIME POSITION: **Deputy Director, WE NYC**

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.

Job Description:

WE NYC (Women Entrepreneurs NYC) is a new City initiative, led by SBS, to expand the economic potential of women entrepreneurs across the five boroughs. The City believes that supporting women entrepreneurs not only empowers women, but also uplifts entire families and communities. Women entrepreneurs are key economic actors in New York City – employing over 190,000 people and generating approximately \$50 billion in sales annually. In New York City, men own 1.5 times more businesses than women, employ 3.5 times more people and make on average 4.5 times more revenue. WE NYC's aims to help close this gap by serving 5,000 women entrepreneurs and small business owners over the next three years. The Deputy Director for WE NYC will help shape the strategic direction of the initiative and lead continued community outreach for the initiative, ensuring that WE NYC is grounded in the needs of real women living in New York City.

Responsibilities:

Some specific responsibilities include, but are not limited to:

- Launch new and innovative programming to support women entrepreneurs
- Identify continued opportunities for communication with women throughout NYC, building on WE NYC's innovative approach to community engagement
- Identify opportunities for WE NYC to engage in national policy conversations
- Assist in the development of new private/non-profit partnerships to support WE NYC programming
- Develop and guide strategic direction of WE NYC, working with senior leadership team
- Ensure that WE NYC is meeting core policy objectives; identify tools to monitor impact of WE NYC
- Advise SBS leadership on community engagement best practices, drawing on the experience of WE NYC
- Convene and maintain relationships with members of the [WE NYC Advisory Board](#)
- Lead external communication of WE NYC, including messaging to key stakeholders and press

Preferred Skills:

- Exceptional leader with a proven track record and demonstrated experience in entrepreneurship, economic development, public policy, or urban development
- Knowledge of issues and challenges facing women and girls as well as of strategies that contribute to advancing economic security and justice for women and girls
- 2-4 years' professional experience; advanced degree in an associated field preferred
- Excellent communication, strategic thinking and quantitative skills



Qualifications:

- 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

PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2015.

How to Apply:

Interested candidates should email their cover letter and resume to ravantosh@sbs.nyc.gov
ATTN: **Rachel Van Tosh**. Include: "**Deputy Director, WE NYC**" in the email subject line.

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Deputy Director, WE NYC**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Deputy Director, WE NYC**

Salary is commensurate with experience.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

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