

FULL TIME POSITION:

Director of Neighborhood Planning

Neighborhood Development Division

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 a leader in building and supporting neighborhoods that thrive and innovate. SBS's Neighborhood Development Division (NDD) 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 72 Business Improvement Districts (BIDs), the Neighborhood Development Division oversees the provision of over \$120 million to district improvement projects and supplemental services annually. NDD also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through other commercial revitalization and neighborhood planning initiatives, including Avenue NYC, a competitive Community Development Block Grant (CDBG) funded program targeted to low-to-moderate income (LMI) neighborhoods, Neighborhood Challenge, and multiple capacity building programs for non-profit partners. NDD'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.

Job Description:

Neighborhood Development is seeking a Director of Neighborhood Planning to oversee the division's and agency's emerging role in neighborhood-focused interagency planning efforts across the city, including the coordination and oversight of multiple commercial district needs assessments and commercial district action plans, created in close collaboration with community-based development organization partners. The Director of Neighborhood Planning will be a senior member of SBS' Neighborhood Development Division and will oversee and coordinate the work of a new team of project managers, who collectively will spearhead the division's strategic deployment of neighborhood development services in targeted neighborhoods across the city. NDD seeks highly empathetic, patient, and compassionate individuals with a strong desire to work at the intersection of city government and community-based organizations, proactively engaging neighborhood stakeholders throughout the planning process.

Primary Job Functions:

- Oversee the deployment and implementation of NDD's new "Neighborhood 360" approach to comprehensive planning for commercial districts and their key commercial corridors.
 - The approach includes partnering with Community Based Development Organizations (CBDOs) to perform a detailed assessment via NDD's Commercial District Needs Assessment tool (documenting a corridor's demographics, retail conditions, market data, business environment, physical environment, etc.) and will occur in 20+ targeted neighborhoods throughout the City
 - From the information gathered via the Commercial District Needs Assessment, along with additional input from partner CBDO's, the Director will supervise the final content inclusion, editing, and publication of a public facing neighborhood report.
 - As a final component of the "Neighborhood 360" approach, the Director will manage the development of a detailed action plan that matches identified needs, with programs, services and funding sources;
- Manage team of 5+ project managers, each serving as the division's and agency's point person for specific city geographies and priority neighborhoods, including building relationships with key CBDOs, stakeholders, and agency contacts working in that geography;
- Serve as a point of contact for SBS's efforts to work collaboratively with City agencies in implementing the Mayor's affordable housing initiative; Housing New York, a ten-year plan for housing affordability;
- Oversee the build-out of local partnerships with CBDOs, neighborhood stakeholders, sister agencies to create and implement detailed neighborhood action plans;

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.

- Serve as NDD's lead in developing a more institutionalized system of neighborhood metrics and data tracking, and deploying the system to gather baseline data and to track outputs, outcomes, and individual program impacts
- Oversee the RFP and contracting process with CBDOs in priority neighborhoods for the deployment of commercial revitalization tools and programs;
- Help to coordinate intra-agency working groups on assigned neighborhoods and geographies, meeting frequently to move projects forward, troubleshoot, address challenges, and manage working group's internal and external communication;
- Spearhead and facilitate SBS' public outreach processes in assigned neighborhoods, frequently representing the agency in professional and public forums, occasionally on weekday evenings or weekends;
- Cultivate community engagement and outreach strategies that better inform SBS commercial revitalization services, and that build strong and trusting relationships with local CBDOs, community boards, elected officials, real estate and business groups, civic & community organizations, cultural and professional organizations, and advocacy groups;
- Assist NDD leadership in strategically synthesizing its programming to provide a more comprehensive and clearly defined package of resources to local CBDOs and the neighborhoods they serve;
- Provide partner organizations and grantees guidance on commercial revitalization project planning and implementation, as well as organizational capacity building opportunities;
- Serve as a responsive, vocal, and insightful representative of SBS at BID Board of Directors meetings and public events; and

Preferred Skills:

The ideal candidate will have demonstrated success driving and implementing medium- to large-scale initiatives, and will have:

- Experience with community-based planning, community organizing, and neighborhood development issues
- Experience and strong commitment to engaging and collaborating with CBDOs and their local small business communities, and strong familiarity with some of the City's boroughs and neighborhoods
- Thorough knowledge of New York City government and land use, community development issues, and challenges facing New York City neighborhoods
- Experience analyzing demographic and socioeconomic data, writing reports, research, creating graphs and charts
- Experience in project and contract management, with demonstrated ability to meet deadlines and manage multiple projects in a timely manner
- Ability to manage and lead multiple staff members by providing guidance and setting clear expectations
- Strong organizational and project management skills, with the 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
- Excellent communication skills, with the ability to speak and write concisely, and comfort speaking before groups, including conducting/facilitating well organized meetings with community and interagency partners
- Proficiency in Microsoft Office applications, including Excel and PowerPoint, as well as Adobe Creative Suite (Illustrator/Indesign), and ArcGIS
- Candidates with Masters Degrees in urban planning, urban design/architecture, public administration, or business administration with a focus on community development/organizing/engagement strongly preferred
- Two or more years of work experience in community planning/development/organizing strongly preferred

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.



How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Director – Neighborhood Planning** to: jamettham@sbs.nyc.gov

ALSO:

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

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Director, Neighborhood Planning**

Salary for this position is **\$85,000**, 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