

## FULL TIME POSITION:

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### **Workforce Development Corporation (“WDC”) Director of Strategy, NYC Tech Talent Pipeline**

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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.

#### **ABOUT THE WDC AND NYC TECH TALENT PIPELINE:**

The WDC is an independent not-for-profit created by the City of New York (the “City”) specifically for the purpose of assisting the City in developing and funding workforce initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding and managing workforce and training initiatives, and resource sharing.

The NYC Tech Talent Pipeline (TTP), an initiative housed at the WDC, is the City of New York’s tech Industry Partnership, launched in 2014 by Mayor Bill de Blasio to support the growth of the NYC tech ecosystem by delivering quality jobs for New Yorkers and quality talent for the city’s businesses.

Driven by a network of 150+ tech employers, TTP works with public and private employers to define industry needs, develop education and training solutions to meet those needs, and catalyze systemic change needed to deliver talent and job opportunities across the five boroughs. In just two years, these efforts have successfully resulted in:

- A first-of-its-kind NYC tech skills gap analysis delivered in partnership with LinkedIn
- [150+ employer partners](#) dedicating 500+ hours to informing curricula, reviewing candidates, delivering instruction, and hiring for full-time positions and internships
- [9 new and expanded industry-informed training programs](#) focused on in-demand fields (e.g. mobile engineering, web development, data analysis, and more)
- Commitments from [15 NYC colleges](#) (Columbia University to CUNY) to further develop pathways to tech careers by aligning computer science education with industry needs
- White House recognition of NYC as a pilot city in President Obama’s [TechHire Initiative](#)

Continuing this momentum, the NYC Tech Talent Pipeline will work with employers, education and training providers, community organizations, public officials, and community organizations to support the development of an NYC tech ecosystem that features: 1) training and education providers that can deliver people into jobs, 2) funds to support this work, 3) employers equipped to hire, 4) New Yorkers who want to pursue these opportunities, and 5) infrastructure to support this work in perpetuity.

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#### **Job Description**

The TTP seeks a Director of Strategy to develop and implement partnerships, policies, and strategic initiatives designed to align the city’s tech education, training, funding, and policy infrastructure with tech industry needs.

The Director of Strategy reports to the Executive Director and plays an integral role in helping to shape efforts, manage day-to-day implementation, and deliver quality results in a fast-paced, metrics-driven environment. The scope of work will encompass TTP’s core pillars, including the successful engagement of industry stakeholders, the effective support and scaling of high quality, industry-aligned tech education and training, and the cultivation of funding streams and policies to support this work. The ideal candidate is a generalist with proven experience in building constituencies, policies, and effective communications, and a demonstrated passion for the TTP’s mission.

**The Workforce Development Corporation is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**

## **Job Responsibilities**

- **Guide continuous strategy iteration** across the initiative's 5 core pillars
- **Refine and execute employer engagement efforts**, including by building relationships with new industry partners and mobilizing TTP's existing network of 150+ companies in support of immediate programmatic and long term strategic objectives
- **Implement a strategy for informing, incentivizing, and supporting tech education and training providers** that includes, but is not limited to, the TTP Academic Council
- **Craft policy, regulatory, and operational initiatives** to unlock funds, remove barriers for individuals looking to pursue industry-aligned training, education, and employment in tech fields and high-quality training/education providers that wish to serve them
- **Support marketing and communications efforts** designed to mobilize key audiences
- **Identify, assess, and address strategic opportunities** proactively and as needed
- **Manage day-to-day implementation** of TTP initiatives, including events, programs, and efforts to guide systems change

## **Preferred Skills:**

- 5 - 10 years of experience, with at least two years in a senior, external-facing role
- Demonstrated project management experience; proven ability to execute complex projects or policies with multiple stakeholders to deliver fast, quality results
- Knowledge of technology industry and understanding of the educational and training provider landscape strongly preferred
- Experience in planning, implementing, and managing initiatives or programs from inception to completion
- Excellent organization skills and impeccable attention to detail
- Exceptional communication and writing skills
- Outstanding analytical, problem solving, and creative thinking abilities; enterprising and resourceful, self-starter and team player
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- Integrity, credibility, and a commitment to the NYC Tech Talent Pipeline mission
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint; Adobe InDesign a plus

## **How to Apply:**

To apply for this position, please email your resume and cover letter with the subject line: **Director of Strategy, NYC Tech Talent Pipeline** to: Lauren Andersen, Executive Director, [Landersen@sbs.nyc.gov](mailto:Landersen@sbs.nyc.gov)

SALARY RANGE: \$70,000-85,000

Note: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:

Lauren Andersen  
Workforce Development Corporation  
c/o NYC Department of Small Business Services  
110 William Street, 8th Floor  
New York, New York 10038

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