

FULL TIME POSITION:
Director, Community and Business Resiliency
Business 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.

About Community and Business Resiliency Portfolio

The Business Preparedness and Resiliency Program (BPREP) aims to better prepare them for natural or man-made disasters or any event that might disrupt their business operations. In partnership with the Mayor's Office of Recovery and Resiliency and other City agencies, SBS is launching community workshops, an on-line tool, and tailored one-on-one services to improve the resiliency of neighborhoods throughout New York City. The Hurricane Sandy Business Loan and Grant Program (HSBLGP) is a \$48 million program which provides low-interest loans and grants to affected businesses. To date, the program has awarded nearly \$40 million to businesses throughout New York City.

Job Description:

The Director of Community and Business Resiliency will be a senior member of SBS' Business Development Division. The Director will be responsible for leading the agency's efforts to support the resiliency of New York City neighborhoods and businesses, as well as assist with the recovery of businesses impacted by Hurricane Sandy and report to the Executive Director for Business Programs. The Director will be responsible for the completion of the Hurricane Sandy Business Loan and Grant Program and the launch and implementation of the Business Preparedness and Resiliency Program.

Roles and Responsibilities:

The Director will be the principal staff member responsible for the administration, operations and project management for all resiliency and recovery efforts within the SBS Business Development Division. Some specific responsibilities include, but are not limited to:

- Manage a team of 5+ staff members responsible for project implementation
- Maintain key relationships with program partners, including but not limited to: the New York Business Development Corporation, the Mayor's Office of Resiliency and Recovery, the New York City Economic Development Corporation, and the Office of Management and Budget, Small Business Administration
- Oversee the launch of BPREP, including project development, RFP execution and vendor management
- Develop relationships with resiliency experts and neighborhood organizations to advise on and promote BPREP
- Manage key relationships with partner City agencies, including but not limited to: the Mayor's Office of Resiliency and Recovery, the New York City Economic Development Corporation, and the Office of Management and Budget
- Manage the HSBLGP disbursement and monitoring team, which is responsible for awarding and tracking use of funds through disbursement, substantiation and monitoring processes
- Track and report workflow and results on a regular basis for Executive-level staff
- Advise senior leadership team on overall program process improvements
- Work with direct reports to implement project pipeline and set program goals
- Identify strategic projects to improve neighborhood and small business resiliency throughout New York City

Preferred Skills:

- Exceptional leader with a proven track record in program management and service delivery
- Demonstrated experience in resiliency, disaster recovery, small business finance
- 3-7 years' professional experience; familiarity working with federal funding is preferred
- Ability to manage a team and work with multiple stakeholders
- Excellent communication, strategic thinking and quantitative skills

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.



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.
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How to Apply:

Interested candidates should email their cover letter and resume to rcamarena@sbs.nyc.gov

ATTN: **Rodrigo Camarena**. Include: "**Director, Community and Business Resiliency**" in the email subject line.

Also Apply:

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

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Director, Community and Business Resiliency**

Salary: Salary 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