

FULL TIME POSITION: Director, Financial Services

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.

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 companies connect with the funds they need. Last year, SBS helped nearly 600 businesses access approximately \$60 million in loans and grants.

The Director will be responsible for managing the performance of 10 Financial Account Managers located in field offices throughout the City. In addition, the Director will work with private partners to understand the needs of small business lenders and develop new products through these partnerships.

Roles and Responsibilities

The Director will be the principal staff member in charge of the agency's capital access programs. He/she will be responsible for the administration, operations and project management for related programs. Some specific responsibilities include, but are not limited to:

- Work with the NYC Business Solutions Center management and staff to train/inform them of new products to be administered at the Centers
- Inform and develop new products to ease the process of accessing capital for small businesses
- Develop a strong understanding of available loan products from private and public sources
- Conduct analysis on the small business credit market to help inform policy and partnerships necessary to address any capital gap(s)
- Convene and manage the agency's Bank Advisory Council, comprised of more than 20 local banks, designed to understand trends in the market
- Maintain and grow relationships with local lenders
- Expand the agency's contract financing program
- Track and report workflow and results on a regular basis for Executive-level staff

PREFERRED SKILLS

- Knowledge of small business capital needs, experience with small business lending, financial management, or accounting
- At least 2 years' professional experience, including project management and program development
- Proven track record of delivering results in a fast-paced, demanding work environment
- Ability to work within cross-organizational multi-disciplinary teams
- 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 interpersonal, organizational, strategic thinking and quantitative/qualitative 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.



How to Apply:

Interested candidates should email their cover letter and resume to ravantosh@sbs.nyc.gov ATTN: **Rachel Van Tosh**. Include: "**Director, Financial Services**" 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, Financial Services**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Director, Financial Services**

Salary range for this position is: \$65,000-\$75,000 per year, commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

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

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