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FULL TIME POSITION: DIRECTOR, IMPACT & STRATEGY EXECUTIVE DIVISION

Agency Descriptions:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The SBS Impact + Strategy team, which works closely with the Commissioner's office, is responsible for guiding projects related to economic growth in New York City. Projects may focus on evaluation, entrepreneurship and business support, talent development, and other relevant issues. The Directors(2) for SBS Impact + Strategy will work with senior leadership across four of the Agency's Divisions to help set strategic priorities, define/measure impact, and develop new initiatives. The Directors will report to the Agency Executive Director for Strategy.

Key Responsibilities include but are not limited to:

- Lead strategic planning processes for 1-2 Divisions, in partnership with senior Agency leadership
- Synthesize complex information into memos, policy guidance and reports for various audiences
- Structure and manage external evaluations, in partnership with Agency staff and external partners
- Create presentations that effectively communicate key project findings and recommendations to various audiences (e.g., senior EDC staff, City Hall staff, partner agencies, external stakeholders, etc.)
- Build and guide strategic partnerships with key City Agencies and community-based organizations
- Conduct research, analysis, and expert interviews in order to problem solve and analyze issues both policy and programmatic

Preferred Skills:

- 3-5 years of management consulting, strategic planning, or equivalent experience in a demanding analytical environment
- Strong command of MS Office, including PowerPoint, Excel, and Word
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets
- Strong written and oral communications and presentation skills
- Able to prioritize among competing needs and opportunities
- Enterprising and resourceful, organized and results oriented
- Energetic, pro-active, collaborative and strategic
- Strong team-player who enjoys working in multi-stakeholder partnerships
- Demonstrated interest or experience in economic development and/or public policy issues a plus

Qualification Requirements:

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; or
2. A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis. All candidates must be high school graduates or possess evidence of having passed an examination for the high school equivalency diploma or possess a United States Armed Forces GED Certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the diploma or certificate.
3. Experience primarily in advertising or promotion of retail sale will not be accepted toward meeting the minimum requirements.

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.



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4. Experience as an administrator or assistant administrator or as a director or assistant director of business services or as a director or assistant director of industrial planning or marketing in a large government of industrial unit or experience on a comparative administrative level in directing site planning or in administration of a large unit generating business expansion is acceptable toward meeting the managerial or executive experience requirements
5. Appropriate experience gained as a supervisor engaged in the economic aspects of urban renewal; or in a professional capacity handling losing, relocation or negotiation of economic sites; or business promotional activities related to vital projects; or duties in a comparable professional capacity is acceptable meeting the non-managerial experience requirements.

How to Apply:

To apply, please email your resume and cover letter including the following subject line: **Director, Impact & Strategy** to: careers@sbs.nyc.gov

Salary: Commensurate with experience

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID: 267245**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID: 267245**

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