FULL TIME POSITION:

Executive Director, Community and Business Resiliency

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:

The Executive Director of Community and Business Resiliency will be a senior member of SBS' Business Development Division. The Executive 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. The Executive Director will primarily be responsible for the launch of the Business Preparedness and Resiliency Program (BPREP) and the completion of the Hurricane Sandy Business Loan and Grant Program (HSBLGP.)

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 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.

Responsibilities:

The Executive 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
- 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 compliance and field teams, which are responsible for working with clients to complete applications, disbursing awards, monitoring vendors and ensuring that loans and grants conform with federal rules
- 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

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

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.

PLEASE NOTE THIS IS A GRANT-FUNDED POSITION NOT TO EXCEED TWO YEARS.

How to Apply:

Interested candidates should email their cover letter and resume to **ravantosh@sbs.nyc.gov** ATTN: **Rachel Van Tosh**. Include: "**Executive Director, Community and Business Resiliency**" in the email subject line.

Salary range for this position is: **$80,000 - $90,000 per year, commensurate with experience.**

ALSO APPLY:

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

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

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

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