

FULL TIME POSITION: EXECUTIVE DIRECTOR, BUSINESS DEVELOPMENT AND STRATEGY

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 for Business Strategy will oversee a team to support community outreach, business development and internal operations across a wide portfolio of programs serving business owners in New York City. The Executive Director will determine strategies for measuring impact and success across all division programs. He/she will lead the creation of processes and tools to support the division priorities, setting the strategy for integrating operations between units. The Executive Director will also oversee outreach strategy and partnership development for the division. He/she will directly oversee a team of ~8 individuals and will support the work of 150+ City and vendor staff. The position will report to the Deputy Commissioner. Specific responsibilities include:

- Lead the process for researching and creating business development plans for all services; train teams on how to conduct business development planning
- Recommend solutions/changes regarding improvements to existing methods for impact measurement, data management, quality assurance, and other internal processes
- Create and implement outreach strategy to neighborhoods throughout New York City and identify strategic partners to develop to further division priorities
- Develop new performance indicators and methods of measurement, including working with institutional partners to gather necessary information
- Develop best practices around vendor management, operating plans, business engagement, and other common division tasks
- Work independently to solve project problems
- Synthesize complex information into presentations and reports for various audiences
- Work with team to respond to time-sensitive requests from City Hall, SBS Executive Staff, elected officials, press and the public
- Other tasks and duties as needed

PREFERRED SKILLS:

The ideal candidate will have demonstrated success managing citywide systems and will have exhibited:

- Strong management and leadership skills, including budget and timeline management
- Experience in working with small businesses, City government and community partners
- Outstanding analytical, presentation, writing, and communication 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:

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

ALSO:

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

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Executive Director, Business Development and Strategy**

Salary commensurate with experience

NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to email, mail your cover letter and resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038