

FULL TIME POSITION:

Founding Executive Director, Industrial Industry Partnership Workforce Development Division

Agency Description:

The New York City Department of Small Business Services (SBS) is a dynamic, 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.

Workforce Development Division

The Workforce Development Division is dedicated to improving the economic mobility of all New Yorkers through the delivery of quality employment and training services. The first recommendation of Mayor de Blasio's workforce development strategy, *Career Pathways: One City, Working Together*, is expanding Industry Partnerships to ensure that New York City businesses are able to find the talent needed to thrive and grow and New Yorkers are equipped with the skills and qualifications needed to access jobs with family sustaining wages. Industry Partnerships are intermediaries between industry, government, organized labor, academia, philanthropy, community-based organizations and training providers that work together to drive the economic vitality of NYC through the development of a superior talent pool that is inclusive of all New Yorkers. The Industrial Industry Partnership will build upon SBS' successful Workforce1 Industrial and Transportation Career Center.

Job Description:

We are seeking an experienced senior professional to lead the City's strategy and investments in developing an Industrial Industry Partnership in NYC. The scope of this Industry Partnership includes manufacturing, transportation, wholesale trade, and related industries. The Founding Executive Director of the Industrial Industry Partnership is a public facing role, with responsibility for fulfilling the Mayor's vision of workforce development in the Industrial sector. S/he will work closely with the Mayor's Office of Workforce Development to ensure the city's \$500 million investment in workforce development is informed by and meets the needs of industry. S/he will be responsible for liaising with employers, training providers, organized labor and workforce partners to build a sustainable and robust pipeline of local talent to fill New York City's industrial jobs.

The Industrial Industry Partnership will:

- link employers, training providers, and workforce funders to catalyze systems change by serving as a lead convener, original researcher and thought-leader on industrial workforce development;
- develop a system for connecting New Yorkers without formal education to industrial training programs based on aptitude;
- engage employers and training providers to create new pathways to industrial jobs and help ensure training is informed by employer demand by building real-time feedback loops between industry and training providers/education systems;
- build adaptive capacity by creating and implementing a strategy for long-term sustainable engagement between and among providers, employers, workforce leaders and funders.

Specific Responsibilities:

- Lead the development of the City's strategy for investing in industrial training, internships/work-based learning, and other projects that foster workforce development in the industrial sub-sectors in New York City.
- Serve as a source of information and assistance to employers, business organizations, and community partners with respect to the industrial sub-sectors in New York City and related development, education, training, and employment activities.
- Work closely with employers to understand their hiring/talent needs, and determine the most appropriate vehicle for meeting them with NYC residents.
- Successfully direct and supervise personnel.
- Build and maintain relationships with Industrial Service Providers, NYC Economic Development Corporation and other stakeholders.
- Represent the City of New York in meetings/events/presentations with corporate partners, City Hall, City Council, City Agencies and other stakeholders.
- Lead and participate in special projects as needed.
- Work closely with the Mayor's Office of Workforce Development and City Agencies to direct the City's investments in workforce development in the industrial sector.

Preferred Skills:

- Senior level professional with 8 plus years of experience in the industrial sector.
- Extensive knowledge of industry with established network of contacts.
- Excellent analytical and creative problem-solving skills.
- Experience managing multiple stakeholders and staff.
- Knowledge of adult learning best practices and occupational skills training.
- Significant experience in partner relationship management.
- Outstanding written and verbal communications skills, including formal presentation skills.
- Ability to effectively and confidently present to senior level public and corporate leaders.
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously and prioritizing projects to meet deadlines.
- Entrepreneurial and collaborative style that works well in teams
- Knowledge of NYC labor market.

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.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

Founding Executive Director Industrial – Industry Partnerships to: careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Industrial Industry ED**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Industrial Industry ED**

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.



Salary: Commensurate with Experience

NOTE: Only those candidates under consideration will be contacted.