

FULL TIME POSITION:

DIRECTOR, COMMERCIAL REVITALIZATION NEIGHBORHOOD DEVELOPMENT DIVISION

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.

New York City is the leader in building neighborhoods that thrive and innovate. SBS's Neighborhood Development Division supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 69 Business Improvement Districts (BIDs), the Neighborhood Development Division oversees the provision of over \$112 million to district improvement projects and supplemental services annually. Neighborhood Development also partners with dozens of Local Development Corporations (LDCs), Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs in low-to-moderate income neighborhoods. The Neighborhood Development Division's goal is to create and support sustainable local partner organizations that advance the small business environments of communities across the City's five boroughs.

Job Description:

Neighborhood Development is seeking a Director of Commercial Revitalization & Contract Management to oversee the efficient execution of the Avenue NYC Grant Program, including NDD's management of Discretionary Contracts in low-to moderate income communities. The Director will focus specifically on working with non-profit economic development organizations funded through SBS's Avenue NYC program and/or City Council Discretionary funds to ensure they are effectively serving their commercial districts and in compliance with contractual obligations.

Specific Responsibilities:

- Oversee and enhance the contract management process for all Avenue NYC and Discretionary contracts;
- Develop new commercial revitalization initiatives to support neighborhood development efforts throughout the City; Lead Neighborhood Development's economic development planning initiatives in collaboration with other City Agencies;
- Manage and direct all communications with Avenue NYC awardees regarding the contract registration and contract management process, developing instructions, defining milestones, templates and trainings for all awardees;
- Administer the contract management process for select Avenue NYC and Discretionary grant recipients, including but not limited to, developing a scope, contract registration, payment request and compliance;
- Evaluate program performance and conduct a mid-year evaluation of the local development corporations participating in the program; compile periodic reports of performance ratings and program accomplishments;
- Manage and supervise the annual Avenue NYC application review process including review of funding applications and make annual funding recommendations for Avenue NYC applicants,
- Improve the overall grant management process, and oversee programmatic components on the initiative;
- Think strategically about structure of Avenue NYC and implement new approaches when appropriate (expand pool of non-profit grant recipients, increase overall program budget, develop comprehensive plan for impacting high-need neighborhoods, etc.);
- Provide partner organizations and grantees guidance on commercial revitalization project planning and implementation;



- Serve as a responsive, vocal, and insightful representative of SBS at BID Board of Directors meetings and public events

Preferred Skills:

The ideal candidate will have demonstrated the following skills:

- Masters Degree in public administration, public policy, urban planning, or business from an accredited university
- Ability to manage staff by providing guidance and setting clear expectations
- Strong organizational and project management skills
- Ability to organize and drive projects to timely completion – through coalition and consensus building
- Ability to actively listen to and synthesize disparate viewpoints into a shared vision
- Strong work ethic, attention to detail and a desire to improve the effectiveness and quality of services delivered to communities in the City of New York
- Experience planning, implementing, and managing projects involving diverse stakeholders
- Outstanding presentation, writing, and communications skills
- Outstanding analytic, problem-solving, and creative thinking abilities
- Excellent MS Word, MS Excel, MS PowerPoint, MS Visio, and MS Outlook skills
- Knowledge of New York City, State and Federal government; knowledge of the issues facing New York City neighborhoods
- Bi-lingual/foreign language skills a plus

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; 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.

How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line: **Director Commercial Revitalization** to: **careers@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 170651

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 170651

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

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.