

## **FULL TIME POSITION: CONTRACT MANAGEMENT & PROGRAM ADVISOR NEIGHBORHOOD DEVELOPMENT DIVISION**

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### **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, 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.

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### **Job Description:**

Neighborhood Development is seeking a Contract Management and Program Advisor to assist the Executive Director in managing the Avenue NYC Grant Program. The Contract Management and Program Advisor will focus specifically on working directly with non-profit economic development organizations funded through SBS's Avenue NYC program to ensure they are effectively serving their commercial districts and in compliance with contractual obligations.

### **Specific Responsibilities:**

#### **Assist the Executive Director of Performance Management to:**

- Oversee and enhance the contract management process for all Avenue NYC contracts;
- Ensure full compliance with program goals and timely filing of city and federal requirements;
- Manage and direct all communications with awardees regarding the contract registration and contract management process, developing instructions, defining milestones, templates and trainings for all awardees;
- Oversee the contract management process for select Avenue NYC recipients, including but not limited to, developing project scopes, contract registration, and payment request and compliance;
- Evaluate program performance and conduct a mid-year evaluation of the community based development organizations participating in the program; compile periodic reports of performance ratings and program accomplishments;
- Review funding applications and make annual funding recommendations for Avenue NYC applicants, work to improve the overall grant management process, and oversee programmatic components on the initiative;
- Liaise with other SBS divisions to ensure an efficient contract registration process for all Avenue NYC grant recipients;
- Provide partner organizations and grantees guidance on commercial revitalization project planning and implementation;
- Organize project category days throughout the fiscal year as a means to allow best practice sharing among grant recipients.
- Serve as a responsive, vocal, and insightful representative of SBS at BID Board of Directors meetings and public events.

### Preferred Skills:

- Ability to provide guidance to staff and to resolve contract issues as they arise;
- Experience in contract management;
- Strong organizational and project management skills;
- Ability to organize and drive project 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;
- Interest and experience carrying out commercial revitalization activities in community-based economic and/or neighborhood development organization;
- Familiarity with non-profit financial management and project budgets;
- Experience planning, implementing, and managing projects involving diverse stakeholders;
- Outstanding presentation, writing, and communication skills;
- Outstanding analytic, problem-solving, and creating thinking abilities;
- Excellent MS Word, MS Excel, MS Powerpoint, and MS Outlook skills
- Knowledge of New York City neighborhoods and/or geography desirable
- Foreign language skills a plus

### Qualifications:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law
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### How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Contract Management & Program Advisor, Neighborhood Development Division** to: [jetaylor@sbs.nyc.gov](mailto:jetaylor@sbs.nyc.gov)

### ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job ID: Contract Management & Program Advisor
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job ID: Contract Management & Program Advisor

Salary range for this position is: **\$50,000 - \$60,000 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)**