

FULL TIME POSITION:

Director of Commercial District Planning, 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 a leader in building and supporting neighborhoods that thrive and innovate. SBS's Neighborhood Development Division (NDD) 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 72 Business Improvement Districts (BIDs), the Neighborhood Development Division oversees the provision of over \$120 million to district improvement projects and supplemental services annually. NDD also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through other commercial revitalization and neighborhood planning initiatives, including Avenue NYC, a competitive Community Development Block Grant (CDBG) funded program targeted to low-to-moderate income (LMI) neighborhoods, Neighborhood Challenge, and multiple capacity building programs for non-profit partners. NDD'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 District Planning to oversee the division's and agency's emerging role in neighborhood-focused interagency planning efforts across the city, including the coordination and oversight of multiple commercial district needs assessments and neighborhood action plans, created in close collaboration with community-based development organization partners. The Director of Commercial District Planning will be a senior member of SBS' Neighborhood Development Division and will oversee and coordinate the work of a new team of project managers, who collectively will spearhead the division's strategic deployment of neighborhood development services in targeted neighborhoods across the city. NDD seeks highly empathic, patient, and compassionate individuals with a strong desire to work at the intersection of city government and community-based organizations, proactively engaging neighborhood stakeholders throughout the planning process.

Primary Job Functions:

- Oversee the deployment and implementation of NDD's commercial district needs assessment tool (documenting a corridor's demographics, retail conditions, market data, business environment, physical environment, etc.) in 20+ targeted neighborhoods throughout the city, working in close collaboration with partner Community Based Development Organizations (CBDOs), and supervising final content inclusion, editing, and publication;
- Oversee and assign a team of 5+ project managers to priority neighborhoods, with each serving as the division's and agency's point person for specific city geographies, including building relationships with key CBDOs, stakeholders, and agency contacts working in that geography;
- Oversee project managers' work with partner CBDOs, and their creation and implementation of detailed neighborhood action plans, including developing a system of metrics by which to measure short-, medium-, and long-term successes;
- Serve as NDD's lead in developing a more institutionalized system of neighborhood metrics and data tracking, and deploying the system to gather baseline data and to track outputs, outcomes, and individual program impacts
- Oversee the RFP and contracting process with CBDOs in priority neighborhoods for the deployment of commercial revitalization tools and programs;
- Coordinate and centralize NDD's and SBS' participation in neighborhood economic development projects with other City agencies and community stakeholders/organizations;
- Help to coordinate intra-agency working groups on assigned neighborhoods and geographies, meeting frequently to move projects forward, troubleshoot, address challenges, and manage working group's internal and external communication;
- Spearhead and facilitate SBS' public outreach processes in assigned neighborhoods, frequently representing the agency in professional and public forums, occasionally on weekday evenings or weekends;

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- Cultivate community engagement and outreach strategies that better inform SBS commercial revitalization services, and that build strong and trusting relationships with local CBDOs, community boards, elected officials, real estate and business groups, civic & community organizations, cultural and professional organizations, and advocacy groups;
- Provide partner organizations and grantees guidance on commercial revitalization project planning and implementation, as well organizational capacity building opportunities;
- Serve as a responsive, vocal, and insightful representative of SBS at BID Board of Directors meetings and public events; and
- Other projects and tasks as assigned.

Preferred Skills:

- Experience with community-based planning, community organizing, and neighborhood development issues
- Experience and strong commitment to engaging and collaborating with CBDOs and their local small business communities, and strong familiarity with some of the City's boroughs and neighborhoods
- Thorough knowledge of New York City government, community development issues, and challenges facing New York City neighborhoods
- Experience analyzing demographic and socioeconomic data, writing reports, research, creating graphs and charts
- Experience in project and contract management, with demonstrated ability to meet deadlines and manage multiple projects in a timely manner
- Ability to manage staff by providing guidance and setting clear expectations
- Strong organizational and project management skills, with the 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
- Excellent communication skills, with the ability to speak and write concisely, and comfort speaking before groups, including conducting/facilitating well organized meetings with community and interagency partners
- Proficiency in Microsoft Office applications, including Excel and PowerPoint, and Adobe Creative Suite
- Candidates with Masters Degrees in urban planning, urban design/architecture, public administration, or business administration with a focus on community development/organizing/engagement strongly preferred
- Two or more years of work experience in community planning/development/organizing strongly preferred

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: Director – Commercial District Planning to: careers@sbs.nyc.gov

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: Director, Commercial District Planning

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: Director, Commercial District Planning

Salary for this position is **\$70,000 - \$80,000**, commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

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