

FULL-TIME POSITION:

DIRECTOR, STRATEGY AND INITIATIVES, NYC FOOD & BEVERAGE HOSPITALITY ADVISORY BOARD

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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.

Job Description:

The New York City Food & Beverage Hospitality Advisory Board seeks a Director of Strategy and Initiatives to support the development, implementation, and assessment of efforts designed to deliver education, training, and job opportunities at scale to thousands of New Yorkers.

In this newly established role, the Director of Strategy and Initiatives will report to the Founding Executive Director and play an integral role in helping to shape efforts, manage day-to-day implementation, and deliver quality results in a fast-paced, metrics-driven environment and work closely with different departments within the Agency. The scope of work will encompass three core objectives, including the successful engagement of industry stakeholders, the effective support and scaling of programs and initiatives, and the recruitment, training, and placement of target demographics. The ideal candidate is a generalist with proven experience in building constituencies, programs, and processes, and a demonstrated passion for the Food Service Industry partnership mission.

Job Responsibilities:

The Director of Strategy and Initiatives will support the development, delivery and assessment of all The New York City Food & Beverage Hospitality Advisory Board initiatives. Key responsibilities include:

- Guide strategy development across the initiative's three core objectives
- Work closely with the department of Business Development Division and others departments within the agency
- Develop systems, processes, and infrastructure to manage multiple initiatives, track outcomes, and assess efficacy of efforts
- Manage day-to-day implementation of initiatives, including events, programs, and efforts to guide systems change
- Lead research to inform efforts, guide strategy, and set benchmarks across all areas of work
- Manage ongoing cultivation and needs of key stakeholders, including a diverse representation of industry leaders, program providers, funders, government partners, and program participants
- Support marketing and communications efforts designed to increase awareness and mobilize key audiences
- Oversee select program development and implementation, including RFPs, contracts, and evaluations

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.

- Support efforts to build, train, and manage a growing team

Preferred Skills:

- Master's degree preferred.
- 6-10 years of experience, with at least two years in a senior management, external-facing role
- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders to deliver fast, quality results
- Knowledge of the Food Service industry is essential
- Experience in planning, implementing, and managing programs from inception to completion
- Excellent organization skills and impeccable attention to detail
- Exceptional communication and writing skills
- Outstanding analytical, problem solving, and creative thinking abilities; enterprising and resourceful, self-starter and team player
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- Integrity, credibility, and a demonstrated commitment to The New York City Food & Beverage Hospitality Advisory Board mission
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint; Adobe InDesign a plus

Qualifications:

1. A baccalaureate degree from an accredited college or university and five years of full-time paid experience acquired within the last fifteen years, of supervisory or administrative experience including handling of business promotion or urban 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 with the subject line: **Director, Strategic Initiatives, and NYC Food & Beverage Advisory Board** to: **Michel Mroue, Founding Director, Food Service Industry Partnership** at careers@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID # 250630**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID # 250630**

SALARY RANGE: Commensurate with Experience.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

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

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