careers
businesses
neighborhoods

FULL-TIME POSITION:

DIRECTOR, STRATEGY AND INITIATIVES, BUILDNYC2030 CONSTRUCTION INDUSTRY PARTNERSHIP

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.

About BuildNYC2030

In November 2014, Mayor de Blasio announced a Career Pathways approach to workforce development in NYC to expand access to career-track jobs in fast-growing industry sectors, improve job quality and foster a more cohesive workforce system. Career Pathways emphasizes training and education, deeper connections with industry employers and a commitment to improving working conditions for the city's lower-wage workers.

BuildNYC2030 is New York City's Construction Industry Partnership, an initiative of the Career Pathways framework. Our mission is built on a threefold platform: 1) Develop Workforce for Engineering and Construction Careers 2) Build Capacity for Minority Women Business Enterprises (M/WBE), and 3) Recommend Best Practices in Construction Innovation for City Agencies. We are a collaboration of engineering and construction firms, construction unions, trade associations and community based organizations, government, educational/academic institutions and training providers designed to support the growth of NYC's construction ecosystem.

Job Description

BuildNYC2030 is seeking a Director of Strategy and Initiatives. The Director will rely heavily on strategic and data driven approaches to designing and implementing new initiatives; will develop and manage project plans, schedules, deliverables and assessments—assuring that programs are fully aligned with overall strategic intent.
Reporting to the Founding Executive Director, this position's immediate and primary focus will be the creation of sustainable workforce pipelines for high-need professional construction administrative and management occupations and construction build careers. The Director of Strategy and Initiatives will work in collaboration with industry stakeholders to deliver results-driven training and job opportunities at scale to thousands of New Yorkers.
The Director of Strategy and Initiatives must be highly intelligent, a skilled systems thinker and consensus builder, and have a passion for improving the lives of New Yorkers and the built environment of NYC.
Responsibilities:

- Guide strategy development and implementation
- Assist with research, define benchmarks, track outcomes and assess efficacy of efforts
- Oversee program development as directed including RFP's, contracts and evaluations
- Manage day-to-day implementation of BuildNYC2030 initiatives including events, programs and efforts to guide systems change
- Synthesize complex information into memos, presentations and reports for various audiences
- Support marketing and communications efforts
- Manage ongoing cultivation and needs of key stakeholders and industry leaders
- Support efforts to build, train and manage a growing team

Preferred Skills

The ideal candidate will have demonstrated success managing complex programs and will have:

- Master's degree preferred
- Knowledge of the engineering and construction Industry, construction building trends and policy
- Excellent Communication Skills and High EQ
- Masterful Attention to Detail

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- Strong Project Management Skills
- 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 timely, quality results
- Proficiency with Microsoft Office applications required – including PowerPoint, Excel, Word; Adobe creative suite 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 and Initiatives, BuildNYC2030, ATTN: Jeannie Kwon** to: **careers@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID # 252543**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID # 252543**

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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