



FULL-TIME POSITION:

Founding Director, NYC Tech Talent Pipeline Workforce Development Corporation

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 businesses in New York City to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce. SBS runs **New York City's workforce development programs**, which connect employers to a skilled workforce and provide training and placement services to the City's adult workforce.

Job Description:

The Workforce Development Corporation (WDC) is seeking a founding partner with demonstrated leadership abilities to lead the City's strategy and investments in developing a tech talent pipeline in New York City. Responsibilities will include liaising with employers, training providers, and workforce partners to build a sustainable and robust pipeline of local talent to fill New York City's tech jobs.

About the WDC:

The Workforce Development Corporation is a 501(c)(3) nonprofit corporation that works closely with the New York City Department of Small Business Services to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships.

Background:

New York City's economy supports 4.27 million workers and the tech ecosystem represents 7% of these workers.¹ According to the Partnership for New York City, technology jobs in New York City grew by 21% between 2006 and 2012, nearly double the national average. According to New York City's Labor Market Information Service (LMIS), the increase in jobs in the information sector over the past year was larger than almost every other sector.²

The challenges associated with recruiting tech talent are well-documented. Companies are increasingly searching for talent outside of New York City, as well as offering costly perks, lobbying to increase visas, and engaging expensive professional recruiters. Increasingly, companies are exploring new options to identify tech talent locally through skills training programs. In the last few years a number of non-profit and for-profit training providers have developed tech trainings for adults. In addition, City University of New York (CUNY) schools have expanded tech-related course offerings.

About the NYC Tech Talent Pipeline:

In its April 2014 report on the New York City Tech Ecosystem, the Association for a Better New York recommended that actions be taken to "centralize and coordinate New York City's existing and impactful tech-oriented programs and services" (pg 62). To lead this citywide effort, the Workforce Development Corporation is launching the NYC Tech Talent Pipeline. This new venture will be an employer-led coordinating body dedicated to sourcing and training local talent, especially un- and under- employed adults, to fill open positions in the tech eco-system. A key function the NYC Tech Talent Pipeline will be to

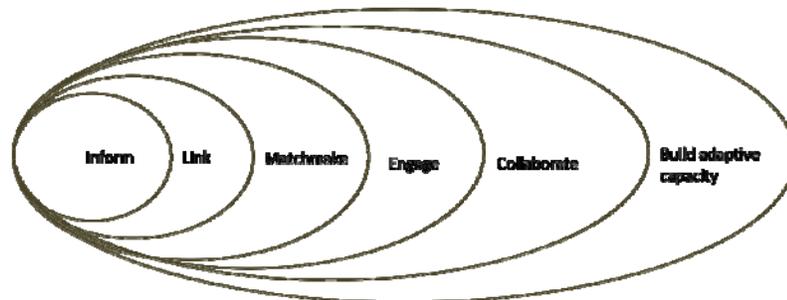
¹ Association for a Better New York: The New York City Tech Ecosystem, April 2014

² Feb 2014 LMIS Jobs report

partner with training providers and employers to design an “on-ramp” for individuals beginning to learn about tech. This tool will both assess candidates and provide tangible benefits to them.

The NYC Tech Talent Pipeline aims to:

- Help ensure training is informed by employer demand by building a real-time feedback loops;
- Link employers, training providers, and workforce funders by serving as a lead convener, original researcher and thought-leader on tech workforce development;
- Match low-income New Yorkers without formal education to tech training programs based on aptitude;
- Engage employers and training providers to create new pathways to tech jobs;
- Foster collaboration between training providers, building “on-ramps” and “ladders” between programs; and
- Build adaptive capacity by creating and implementing a strategy for long-term sustainable engagement between and among providers, employers, workforce leaders and funders.



Job Responsibilities:

- Contribute to the overall vision and strategic plan for the NYC Tech Talent Pipeline, including the design of an organizational structure, staffing, and fostering the external partnerships required for success.
- Supervise and direct a staff of 3-5 senior and junior professionals who are devoted to developing partnerships with employers, community leaders and training providers.
- Manage budgets of approximately \$10MM and the end-to-end contracting process for all goods and services, including solicitations and contracts for trainings.
- Assist in developing the City's strategy for investing in tech training, internships/work-based learning, and other projects that foster workforce development in the tech eco-system in New York City.
- Identify, promote, and where necessary create, new strategies and tools for identifying New Yorkers with the right aptitude for tech jobs but who lack the means, education or networks to do so.
- Develop and promote the NYC Tech Talent Pipeline as a source of information and assistance to employers, business organizations, and community partners with respect to tech sector development, education, training, and employment activities.
- Convert the Mayor’s vision on tech workforce development into partnerships and programs that are executed through the Mayor’s Office of Workforce Development and the New York City Department of Small Business Services.



- Deepen, and where necessary build, relationships with private sector donors and private philanthropic partners to ensure a diversified set of funding streams and the continued lifespan of this new venture beyond the start-up period.
- Develop and provide a variety of reports on tech eco-system and tech workforce needs/solutions.
- Attend meetings and perform related duties as assigned.

Preferred Skills:

- At least seven years of experience working in the public and/or private sectors, including program or operational management
- Demonstrated track record leading technology initiatives
- Established ties to the New York City technology ecosystem
- Strong verbal and written communication skills
- Excellent analytical and creative problem-solving skills
- Knowledge of organizational budgets and contracting
- Experience in a start-up or entrepreneurial environment, preferred

How to Apply:

To apply for this position, please email your resume and cover letter, indicating “Founding Director, NYC Tech Talent Pipeline” as the subject line, to Jackie Mallon, Board Member of the Workforce Development Corporation, at the following address: DeputyCommissionerMallon@sbs.nyc.gov

Note: Only those candidates under consideration will be contacted.

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