

FULL TIME POSITION:

CAREER TRACK, DIRECTOR

WORKFORCE DEVELOPMENT CORPORATION

Agency Description:

The Mayor's Office of Talent and Workforce Development ("NYC Talent") is responsible for the City's talent and workforce development system that benefits city residents, employers, and the economy. NYC Talent seeks new and effective ways to scale and sustain productive public/private partnerships; to develop and match talent to promising careers; to align its education, career preparation and skills training programs across City government; and to coordinate program and fiscal data across stakeholders to provide a comprehensive view of the talent system with the goal of making progress towards the citywide employment objectives laid out in Executive Order #22.

About the WDC:

The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the "City") specifically for assisting the City in developing and funding workforce and economic development initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding, and managing workforce and training initiatives, and resource sharing.

Program Description: Career Track:

Career Track is a five-year initiative (2024 – 2029), funded through federal child support incentive funds, to help low-income noncustodial parents secure employment with career growth potential. The program provides comprehensive services, including assessments, job readiness, occupational training, placement, retention, and child support navigation, while leveraging NYC's existing training ecosystem (such as

Job Description:

WDC seeks a **Director, Career Track** to drive business development, partnership expansion, and program alignment with industry and training providers. This role emphasizes cultivating employer and training relationships that expand opportunities for participants, while ensuring programmatic compliance with grant requirements.

Specific Responsibilities:

Business Development & Employer Engagement

- Build and expand strategic partnerships with employers in high-demand sectors (industrial, construction, transportation, healthcare, social services and green industries).
- Develop pipelines of union and non-union opportunities for Career Track participants.
- Engage with industry associations, labor unions, and private-sector leaders to align training and hiring opportunities with Career Track goals.

Training Provider Partnerships:

- Identify, onboard, and manage partnerships with training providers offering occupational skills programs aligned with Career Track sectors.
- Ensure training partners meet program standards for reporting, instruction, and participant support.
- Collaborate with providers to create pathways from training to employment, including credential attainment and placement.

Program Management & Strategy:

- Oversee design, implementation, and performance of Career Track services, ensuring alignment with grant goals and participant outcomes.
- Develop and monitor performance metrics, including placement, retention, and advancement benchmarks.
- Coordinate closely with NYC Talent, HRA/OCSS, and DSS/HRA to integrate program services with citywide workforce priorities.

Stakeholder Relations:

- Represent Career track in meetings with employers, unions, community partners, and city agencies.
- Present program updates, data, and outcomes to funders, policymakers, and senior leadership.
- Advocate for Career Track as a model for employer-driven workforce solutions.
- Coordinate and monitor the compilation and aggregation of PINCC training and participant activity data from multiple data sources.
- Ensure data quality and prepare program reports for city, state, and federal stakeholders.
- Research, document, and implement improvements for data coordination and quality of program data.

Preferred Skills:

- 5–7 years of experience in business development, workforce partnerships, or employer engagement.
- Strong understanding of workforce development, employer needs, and training provider landscapes in New York City.
- Proven ability to cultivate and maintain high-level employer and training partnerships.
- Excellent project management, communication, and relationship-building skills.
- Knowledge of the NYC labor market, particularly industrial and construction sectors.

Qualifications:

- 5–7 years of relevant professional experience (inclusive of graduate-level work) in workforce development, employer engagement, business development, or public/private partnership management.
- Demonstrated success in building employer or training provider pipelines linked to workforce outcomes.
- Strong presentation and communication skills with ability to engage public and private-sector stakeholders at senior levels.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: Career Track Director to: WDCFiscal@sbs.nyc.gov

Salary: \$105,000 - \$108,500 (annually)

Contract Duration: up to 3 years from hire date.

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your resume to:
 NYC Department of Small Business Services
 Human Resources Unit
 1 Liberty Plaza New York, New York 10006