

## **FULL TIME POSITION:**

### **EXECUTIVE DIRECTOR, TECH TALENT PIPELINE (TTP)**

### **WORKFORCE DEVELOPMENT CORPORATION (“WDC”)**

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#### **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 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.

#### **About the NYC Tech Talent Pipeline**

The NYC Tech Talent Pipeline (TTP) is the City of New York’s tech Industry Partnership, launched to support the growth of the NYC tech ecosystem by delivering quality jobs for New Yorkers and quality talent for the city’s businesses. Driven by a network of 400+ tech employers, TTP works with public and private employers to define industry needs, develop education and training solutions to meet those needs, and catalyze systemic change needed to deliver talent and job opportunities across the five boroughs.

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#### **Key Responsibilities**

The Executive Director will be responsible for updating our strategy to address challenges impacting the tech talent pipeline, incubate new and scale existing initiatives to support tech industry partners, and make recommendations for innovative solutions to improve the way government builds, designs, and delivers services to support NYC businesses and NYC tech talent. The Executive Director will

- 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
- Identify, promote and where necessary develop a comprehensive strategy to leverage the City’s institutions and tech industry partners to support long-term economic growth
- Support the evolution and growth of the Tech Talent Pipeline Advisory Board
- Build, launch, and scale effective communication strategies to increase industry participation within the City’s institutions, including NYC Tech-in-Residence Corps, the first-of-its-kind initiative pairing industry professionals at academic institutions to deliver instruction to emerging tech talent
- Propose new and advance existing solutions to hire, retain and promote tech talent from underrepresented groups across tech companies
- Advance initiatives to prepare NYC institutions to meet the demands of the future of work, including, but not limited to, communication vehicles to share trends and emerging demand, innovative partnerships to scale effective programming, and new policies to support systems change
- Representing the Tech Talent Pipeline at events and/or conferences; drafting papers/reports; demonstrating thought leadership and contributing best practices in a variety of technologies and principles for industrywide adoption
- Developing and promoting a talent strategy that includes recruiting innovators and tech leaders to lead or participate in solving complex challenges within the tech ecosystem

#### **Preferred Skills:**

- Developing and delivering a comprehensive set of recommendations rooted in a clearly defined strategic priority; Adjusting strategy based on qualitative or quantitative strategy
- Building and maintaining strategic relationships with stakeholders or potential partners across all levels of an organization. Serving as a liaison between stakeholders and project teams
- Leading stakeholders through organizational change where you don't have explicit authority
- Leading a cross-functional team to meet strategic objectives; Garnering support for team by persuading others to provide approval, funding or resources
- Managing an existing portfolio of programs and services with a focus on high impact services that lead to systems change across an organization, industry, or institution
- Determining user needs, identifying opportunities, and designing and deploying solutions; navigating large, complex organizations and stakeholders; starting and/or leading initiatives within corporate, academic, or non-profit institutions
- Navigating highly ambitious or ambiguous situations to deliver results, working in a team-oriented environment, and collaborating with cross-functional teams
- Communicating effectively with a variety of audiences to establish a shared vision and understanding of the project's objectives and goals.

**Qualifications:**

- 3-5 years in Project Management or strategic planning, with at least two years in a managerial capacity
- Bachelor's degree from an accredited college or university
- Master's degree in public administration, project management, or other related field preferred

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**How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:

**Executive Director TTP – Industry Partnerships** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**Salary: Commensurate with experience**

**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  
1 Liberty Plaza, 11th Floor  
New York, NY 10006