

## **FULL TIME POSITION: EXECUTIVE DIRECTOR, PARTNERSHIPS & STRATEGIC INITIATIVES WORKFORCE DEVELOPMENT CORPORATION**

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### **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 SBS:**

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

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### **Job Description:**

The Workforce Development Corporation seeks an ambitious and proven Executive Director to develop and implement strategic partnerships and special projects related to economic growth in New York City. The Executive Director will manage a dynamic portfolio of private, philanthropic, and non-profit partnerships and will be responsible for overseeing development priorities. The Executive Director will also work collaboratively with Agency leadership to develop and implement new initiatives related to agency impact, as well as entrepreneurship, business supports, talent development, neighborhood-based programming, and other relevant issues.

The Executive Director will report to the Chief of Staff and work closely with senior leadership.

### **Specific Responsibilities:**

- Lead SBS’s partnerships with non-profit, philanthropic, and private entities;
- Align SBS’s partnerships with citywide efforts to ensure a full, robust, and equitable economic recovery;
- Work closely with programmatic divisions (Business Services, Workforce Development, Neighborhood Development, Economic and Financial Opportunity), administrative units (Budget, Legal, IT), as well as Black Entrepreneurs NYC and Cannabis NYC leadership to design and implement partnerships and strategic initiatives;
- Oversee a long-term development strategy to enhance economic development projects;
- Manage high-profile relationships and identify new partners for SBS services and initiatives;
- Plan and execute events with partners;
- Develop new methods for assessing Agency impact and provide recommendations to senior leadership;
- Conduct research, analysis, and expert interviews to creatively problem-solve and identify innovation solutions to both policy and programmatic issues;
- Synthesize complex information into memos, policy guidance and reports for various audiences, including external partners; and,
- Operate dynamically to assess urgent needs on a timely basis.

### **Preferred Skills:**

- Strong skills in building and maintaining strategic relationships with stakeholders or potential partners across all levels of an organization;
- Experience serving as a liaison between stakeholders and project teams;
- Exemplary understanding of legal and ethical standards governing the City of New York;
- Proven experience in planning, implementing, and managing initiatives from inception to completion;

- Strong command of MS Office, including PowerPoint, Excel, and Word;
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets;
- Strong written and oral communications and presentation skills;
- Able to prioritize among competing needs and opportunities;
- Enterprising and resourceful, organized and results oriented;
- Energetic, pro-active, collaborative and strategic;
- Strong team-player who enjoys working in multi-stakeholder partnerships; and
- Demonstrated interest or experience in economic development and/or public policy issues a plus.

**Qualifications:**

- Bachelor's degree from an accredited college or university in Business Administration or related field
- 3-5 years of community relations or development in a corporate or civic/non-profit setting with at least 2 years in a managerial capacity

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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, Partnerships and Strategic Initiatives to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)**

**Internal Candidates**, please email your resume and cover letter including the following subject line:  
**Executive Director, Partnerships and Strategic Initiatives to: [WDCFiscal@sbs.nyc.gov](mailto:WDCFiscal@sbs.nyc.gov)**

**Salary Range: \$120,00 - \$125,000**

**NOTE:** Only those candidates under consideration will be contacted. As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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, New York 10006