

FULL TIME POSITION:

SENIOR PROJECT MANAGER, STRATEGIC INITIATIVES WORKFORCE DEVELOPMENT CORPORATION

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.

Workforce Development Corporation (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.

Job Description:

The Senior Project Manager (SPM), Strategic Initiatives role is an exciting opportunity for an ambitious, social impact-minded individual to steward multi-sector relationships that unlock resources for the agency. As part of the Executive Team, the SPM will report to the Managing Director, Strategic Initiatives to develop and manage partnerships with key sector stakeholders (e.g., corporations, not-for-profits, etc.) that advance SBS' priorities across divisions (Business Services, Workforce Development, Neighborhood Development, Economic and Financial Opportunity) and other critical programs.

This position is ideal for a highly motivated, analytical individual with experience in thoughtful engagement with a variety of audiences, an understanding of the NYC ecosystem, and the ability to advance partnerships from ideas to execution. The SPM will support cross-departmental projects that include partner prospecting and cultivation as well as managing associated projects by developing workplans, coordinating across departments to advance and track deliverables, building collateral and project recommendations, and other tasks as needed. Projects may focus on innovation, entrepreneurship and business support, talent development, neighborhood development, and other relevant issues.

Key responsibilities include:

- Together with the Managing Director, develop and steward sector-based portfolios and their respective engagement strategies;
- Help to structure and lead partnership discussions and negotiations from idea to execution to future growth
- Monitor, identify, and diligence new public-private partnership opportunities, including research and development of prospect pipeline;
- Deploy project management best practices to manage project lifecycles and ensure that objectives and goals are achieved, in part via collaboration with various cross-functional departments; and,
- Design frameworks and proposals based on partners' alignment with SBS priorities, for internal and external consumption; and,
- Other tasks as needed.

Qualifications:

- Bachelor's degree preferred
- 3+ years of relevant experience, including business development, donor stewardship, and/or economic development
- Strong ability to build relationships with internal and external stakeholders
- Experience in management consulting, strategic planning, or equivalent experience in a demanding analytical environment
- Excellent problem solving, analysis, business judgment, and written and verbal communication skills.
- Experience managing complex stakeholder relationships using CRM tools (e.g., Salesforce, MS Dynamics)

- Project management and analysis experience, particularly in managing multiple deliverables against tight timelines

How to Apply:

Please email your resume and cover letter including the following subject line:

SENIOR PROJECT MANAGER, STRATEGIC INITIATIVES and send to WDCFiscal@sbs.nyc.gov and Careers@sbs.nyc.gov

Salary: \$70,000 - \$80,000 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, New York 10038