



FULL-TIME POSITION
Director of Higher Education, 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.

About the NYC Tech Talent Pipeline:

The NYC Tech Talent Pipeline (TTP) is the City of New York's tech Industry Partnership, launched in 2014 by Mayor Bill de Blasio to support the growth of the NYC tech ecosystem by delivering quality jobs for New Yorkers and quality talent for the city's businesses.

The NYC Tech Talent Pipeline is an initiative of the **Workforce Development Corporation**, 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.

Driven by a network of 175+ 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. Since launch, these efforts have successfully resulted in:

- A first-of-its-kind NYC tech skills gap analysis delivered in partnership with LinkedIn
- [150+ employer partners](#) dedicating 500+ hours to informing curricula, reviewing candidates, delivering instruction, and hiring for full-time positions and internships
- [10 new and expanded industry-informed training programs](#) focused on in-demand fields (e.g. mobile engineering, web development, data analysis, and more)
- Commitments from [16 NYC colleges](#) (Columbia University to CUNY) to further develop pathways to tech careers by aligning computer science education with industry needs
- White House recognition of NYC as a pilot city in President Obama's [TechHire Initiative](#) and replication in London and Los Angeles.

Building on this foundation, in June 2017, the Mayor announced a new commitment [to double the number of New Yorkers earning Computer Science degrees](#) from public colleges. This initiative, delivered in collaboration with the CUNY Advanced Initiative for Technology Education and individual college campuses features a five-year, multi-million dollar investment in instruction, advising, and experience. Through these investments and collaboration with industry partners, the City will support the development of a world-class higher education pipeline that effectively prepares New Yorkers for the 21st century jobs companies need to fill.

Job Description

The NYC Tech Talent Pipeline seeks a Director of Higher Education to work with members of the Tech Talent Pipeline Academic Council, industry partners, and other key stakeholders to build a comprehensive higher education pipeline of tech talent in New York City. This role will include working directly with partners and City officials to realize the effective and sustainable alignment of higher education with NYC tech workforce needs.

The Director of Higher Education will report to TTP's Executive Director. This leader will play an integral role in helping to shape efforts, manage day-to-day implementation, and deliver quality results in a fast-paced, metrics-driven environment. The scope of work will include developing and implementing a comprehensive model to meet



the Mayor's goal of doubling the number of computer science graduates at City University of New York campuses, as well as developing a long-term plan for ensuring industry and academic institutions are together creating an effective pathway for New Yorkers into 21st Century jobs that can function into the future.

The ideal candidate is a proven end-to-end creator with a track record of engaging multiple stakeholders towards a common goal and a passion for catalyzing job opportunities for New Yorkers and the growth of NYC businesses.

Job Responsibilities

- **Develop and implement a comprehensive approach to meeting the Mayor's goal** of doubling the number of CS graduates at CUNY, working together with TTP, CUNY, and industry partners.
- **Build and manage relationships with administrators and faculty** to deliver on both TTP's long-term, sustained systems change goals as well as the successful implementation of the CS doubling initiative .
- **Directly manage a core group of official partners and staff** that are responsible for day-to-day execution of this approach; lead development of metrics and targets and hold all accountable for delivering.
- **Develop and deploy communications and marketing materials** designed to facilitate industry recruitment, onboarding, and retention.
- **Support high-level events and reporting at the request of City Hall** and other relevant agencies.
- **Lead coordination with the SBS training team and other implementation partners** to capture learnings and inform necessary evolution of existing TTP higher education programs.
- **Gather feedback from stakeholders and develop recommendations** for year-over-year iteration and the development of a sustainable process for scaling effort to additional campuses.
- **Ensure the overall success of the NYC Tech Talent Pipeline** by contributing TTP-wide goal setting, team development, and mission critical initiatives related to the effective preparation of New Yorkers for 21st century careers.

Preferred Skills:

- 5 - 10 years of experience, with at least two years in an external-facing role
- Demonstrated experience successfully mobilizing a diverse group of stakeholders towards a common goal; proven ability to provide excellent customer service to a diversity of clients and partners
- Experience in planning, implementing, and managing initiatives or programs from inception to completion
- Excellent organization skills and impeccable attention to detail
- Exceptional communication and writing skills
- Outstanding analytical, problem-solving, creative thinking abilities; enterprising self-starter and team player
- Proven ability to work well under pressure and adapt quickly to change
- Knowledge of technology industry and understanding of NYC's educational landscape strongly preferred
- Integrity, credibility, and a commitment to the NYC Tech Talent Pipeline mission
- Proficiency with Microsoft Office, including Excel, Access, Word and PowerPoint; Adobe InDesign a plus

How to Apply:

To apply for this position, please email your resume and cover letter with the subject line: Director of Higher Education, NYC Tech Talent Pipeline to: Lauren Andersen, Executive Director, Landersen@sbs.nyc.gov

SALARY RANGE: \$70,000 – 80,000

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, 7th Floor, New York, New York 10038



The Workforce Development Corporation is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.