

FULL TIME POSITION:

Director, WE NYC

Agency Description:

The New York City Department of Small Business Services (SBS) is a dynamic, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

WE NYC (Women Entrepreneurs NYC) is a new City initiative, led by SBS, to expand the economic potential of women entrepreneurs across the five boroughs. The City believes that supporting women entrepreneurs not only empowers women, but also uplifts entire families and communities. Women entrepreneurs are key economic actors in New York City – employing over 190,000 people and generating approximately \$50 billion in sales annually. In New York City, men own 1.5 times more businesses than women, employ 3.5 times more people and make on average 4.5 times more revenue. WE NYC's aims to help close this gap by serving 5,000 women entrepreneurs and small business owners over the next three years. The Deputy Director for WE NYC will help shape the strategic direction of the initiative and lead continued community outreach for the initiative, ensuring that WE NYC is grounded in the needs of real women living in New York City.

Responsibilities:

Some specific responsibilities include, but are not limited to:

- Launch new and innovative programming to support women entrepreneurs
- Manage direct staff and a team of technical experts responsible for project implementation
- Lead creation of new private/non-profit partnerships and expand current relationships with partners such as with Citi, Grameen America and Goldman Sachs
- Convene and maintain relationships with members of the [WE NYC Advisory Board](#)
- Develop partnerships with funding organizations to support WE NYC building on existing funding commitment
- Identify opportunities for WE NYC to engage in national policy conversations
- Work with subject matter experts to publish a research study on the state of women entrepreneurship in NYC, expanding on an existing [white paper](#)
- Track and report results on a regular basis for Executive-level staff
- Advise senior leadership team on strategic direction of WE NYC

Preferred Skills:

- Exceptional leader with a proven track record and demonstrated experience in entrepreneurship, economic development, public policy, or urban development
- Knowledge of issues and challenges facing women and girls as well as of strategies that contribute to advancing economic security and justice for women and girls
- 3-7 years' professional experience; advanced degree in an associated field preferred
- Ability to manage a team and work with multiple stakeholders
- Excellent communication, strategic thinking and quantitative skills



Qualifications:

- A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning; or

PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2015.

How to Apply:

Interested candidates should email their cover letter and resume to ravantosh@sbs.nyc.gov
ATTN: **Rachel Van Tosh**. Include: "**Director, WE NYC**" in the email subject line.

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Director, WE NYC**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Director, WE NYC**

Salary is commensurate with experience.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

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
New York, New York 10038