



Employment Opportunity

JOB TITLE: BUSINESS DEVELOPMENT Coordinator, INDUSTRIAL BUSINESS ZONES

JOB STATUS: FULL TIME

DEPARTMENT: ECONOMIC DEVELOPMENT

REPORTS TO: Economic Development Senior Director

PROGRAM OVERVIEW:

In early 2006, the City created 16 Industrial Business Zones across the City where expanded business services are available for industrial and manufacturing businesses. This designation fosters high-performing business districts by creating competitive advantages over locating in areas outside of New York City. SoBro manages 5 Industrial Business Zones: Port Morris, Bathgate, Zerega, Hunts Point, and Eastchester.

POSITION OVERVIEW:

This role will require the individual to support and encourage business growth and development in the Bronx, by helping businesses access various financial and business incentives and/or assistance programs. Manage new and existing client relationships as well as proactively identify and implement new business opportunities.

RESPONSIBILITIES:

- Assist businesses to access business services including loan packaging, incentives, energy upgrades, real estate, M/WBE certification, procurement, management, navigating government, recruitment and training, etc. and provide one-on-one technical assistance.
- Working closely with NYC Department of Small Business Services to support Bronx businesses
- Provide counseling/technical assistance to start up and existing business owners via analyzing business plans, assisting in preparing simple and realistic financial projections, accessing governmental services, obtaining permits and licenses and referring clients to linkage partners/ service vendors when necessary.
- Develop and implement an annual strategic plan for the program and ensure industrial business services are delivered in accordance with contract policies and regulations.
- Market industrial program and its services to new and existing businesses through direct outreach activities.
- Organize business seminars and events and attend community board and steering committee meetings.
- Manage marketing and communication (newsletter, social media)
- Establish relationships with government and non-profit agencies relating to industrial business issues
- Advocate annually to city officials regarding funding for Industrial Zones

EDUCATION & EXPERIENCE REQUIREMENTS:

• Skills

- **Fluency in Spanish** and English Required.
- Understanding of city, state, and federal processes
- Knowledge of the Bronx economic and political environment a plus
- Active interest in identifying and serving the needs of small and medium size businesses.
- Excellent organizational and time management skills, ability to prioritize work tasks and work under tight schedules.



- Knowledge of business principles and issues facing local business owners a plus.
- Ability to manage multiple tasks and projects.
- Ability to listen critically to identify needs and solve problems.
- Strong written and communication skills.
- Proficiency in use of Microsoft Office Suite, particularly Excel.

• **Education & Experience**

- BA/BS in business related course of study, related course of study i.e. urban planning/studies, economics, public administration or a combination of course work and equivalent business experience.

TO APPLY: Please submit a cover letter and resume to: Attn: Christophe Le Gorju - clegorju@sobro.org

– indicate in subject line “IBZ Coordinator.”