

FULL TIME POSITION:

BUSINESS DEVELOPMENT MANAGER, TECH RECRUITMENT WORKFORCE DEVELOPMENT CORPORATION (“WDC”)

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 boroughs.

Workforce Development Corporation Description:

The Workforce Development Corporation (WDC) is an independent not-for-profit created by the City of New York. The WDC and SBS work in partnership to jointly develop, fund, and manage workforce and training initiatives to create a skilled workforce in the city of New York.

Division Description:

SBS' Workforce Development Division is focused on the delivery of quality employment and training services to support equity of opportunity, that leads to economic self-sufficiency and mobility for New York City's diverse communities. In support of Mayor de Blasio's Career Pathways: One City, Working Together, the Division manages the adult workforce development system in New York City, which serves over 100,000 New Yorkers annually through the network of Workforce1 Career Centers.

The Division works with industry partners to identify, develop, and procure high-quality training delivered directly to job seekers so that they can obtain the skills needed for jobs in high demand. The Division supports businesses in NYC by offering training opportunities for new and current employees and by sourcing candidates for job openings.

Job Description:

The WDC is seeking an experienced professional to work within the Tech Recruitment Team to establish relationships with NYC-based employers who are hiring interns and full-time entry-level roles. The Business Development Manager will work with those employers to connect local talent from educational and training programs that represent the diversity of NYC to tech jobs. Offered free of cost to employers and candidates, our industry-informed approach ensures that candidates are qualified with the skills that are in demand at NYC companies.

The Tech Recruitment Team is embedded in the Workforce Development Division and works closely with the Division's Training Unit and the NYC Tech Talent Pipeline (TTP). The TTP is the City'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.

Business-Facing Activities:

- Develop relationships with, and act as initial point of contact for, NYC tech companies; secure full-time employment for associate engineers
- Recruit more than 200 employers willing to offer internships and full-time employment for training graduates as web developers, mobile developers and software engineers each year
- Regularly attend events and job fairs to understand candidates' and employers' needs
- Work with relevant CUNY staff to recruit students for internships and full-time roles

Educational Institution-Facing Responsibilities

- Receive and incorporate employer feedback on candidates in order to improve curriculum and competitiveness of candidates from the tech training and education institutions

- Provide guidance to CUNY-based career coaches on preparing training participants to compete successfully for all sourced opportunities

Preferred Background

- Five or more years of experience in a business development, client services, marketing, or sales role
 - General understanding of the tech ecosystem and its components (e.g. jobs, careers, companies, coding bootcamps, meetups, fairs, networks, etc.)
 - Sales experience
 - Partnership development experience
 - Experience dealing with job seekers, undergraduate students and recent college alumni
 - Technical aptitude, e.g. some familiarity with at least one coding language
 - Experience using a partnerships or sales tracking platform
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How to Apply:

To apply, please email your resume and cover letter including the following subject line: Operations Team Intern to: careers@sbs.nyc.gov

Salary: Commensurate with experience

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