



## **Business Services - Industrial Business Zones (IBZ)**

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBRO's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As we approach our 50th anniversary in 2022, SoBRO intends to become a 21st community and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

### **Program Overview**

In early 2006, New York City created 16 Industrial Business Zones (IBZ) 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 IBZ's: Port Morris, Bathgate, Zerega, Hunts Point, and Eastchester.

### **Position Overview**

This role will require the individual to support and encourage business growth and development by helping businesses access various financial and business incentives and/or assistance programs. A working knowledge of available services and cross-marketing with multiple SoBRO Business Development Programs and external service providers is essential. 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.
- 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.
- Responsible for program reporting
- 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.
- Establish relationships with government and non-profit agencies relating to industrial business issues.
- Advocate to city officials regarding funding for IBZ's on an annual basis.



## **Requirements**

### **Skills**

- Fluency in English.
- Understands city, state, and federal processes.
- Active interest in identifying and serving the needs of industrial 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.
- 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 Word, 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.

## **How to Apply**

Interested parties should:

- Apply within the hosting jobsite (preferred)
- Email: [hrjobs@sobro.org](mailto:hrjobs@sobro.org)
- Send resume to D. Tyson, SoBRO, 555 Bergen Avenue, Bronx, N.Y. 10455
- Salary range: low-to-mid \$60's

**NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!**

SoBRO provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities.

TTY/TDD: 1-800 662-1220  
Voice Relay: 1-800-421-1220