

## FULL-TIME POSITION:

### DIRECTOR, PROGRAM DEVELOPMENT AND IMPLEMENTATION BLACK ENTREPRENEURS NYC WORKFORCE DEVELOPMENT CORPORATION

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#### 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 five boroughs.

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#### About the Workforce Development Corporation:

The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the “City”) specifically for assisting the City in developing and funding workforce and economic development initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding and managing workforce and training initiatives, and resource sharing.

#### Background on Black Entrepreneurs NYC:

In September 2019 the New York City Department of Small Business Services (SBS) in partnership with community members, organizations, advocates, and Black business leaders, launched Black Entrepreneurs NYC (BE NYC)—a groundbreaking model for a major American city to help create equity of opportunity by advancing Black entrepreneurship. Black-owned businesses are an essential part of the fabric of New York City, and entrepreneurship has provided a pathway to wealth generation for Black families for centuries. Yet, Black entrepreneurs face enormous barriers and are vastly underrepresented among New York City’s business owners. While the Black community currently makes up 22% of New York City’s population, just 3.5% of NYC businesses are owned by Black entrepreneurs. BE NYC seeks to build a stronger and fairer city by creating opportunity for all, safeguarding the American dream, and addressing root causes of the racial wealth gap by providing equitable access to financing, strengthening connections within NYC’s Black entrepreneurial community, scaling Black businesses for long-term success and helping them meet the challenges of the economy of tomorrow. To define the direction of the initiative, SBS combined insights from historical research, scholarly articles, public data and, most importantly, the voices of more than 1,500 Black entrepreneurs from every borough and across industries.

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#### Job Description:

The Workforce Development Corporation (WDC) is seeking a Director of Program Development & Implementation to assist in the evolution and execution of programming to support the Black Entrepreneurs NYC (BE NYC) initiative. This individual will work with both our internal divisions/units and external partners to create tailored events, forums, networking opportunities and other offerings that aim to benefit Black entrepreneurs. In addition, the Director of Program Development & Implementation will be the primary liaison with other City government agencies, connecting the BE NYC network and other Black entrepreneurs with additional relevant City government programming. This individual will serve within the Executive Office of the Commissioner of the Department of Small Business Services and report directly to the Executive Director/Senior Development Officer of BE NYC.

#### Specific Responsibilities:

##### *Program Design:*

- Creating long and short-term programmatic plans, including setting milestones, timetables and allocating appropriate resources
- Acting as a primary liaison with internal staff, external agencies and partners to design and manage relevant programming that supports the core recommendations of the BE NYC report and initiative
- Assisting in the definition of programmatic scope and goals for BE NYC initiative

##### *Program Management & Evaluation:*

- Producing and managing programming and events (in remote and live format) for BE NYC program participants
- Process management and project planning to meet BE NYC objectives within various restraints
- Performing quality control throughout program design to maintain expected standards, adjusting schedules and targets as needed
- Working closely with internal and external partners in identifying and managing potential issues and/or risks related to programs and events
- Evaluating and assessing the strengths and weaknesses of BE NYC programs
- Partner with Director of Policy, Data & Evaluation to provide frequent updates to Executive Director and SBS Senior Leadership regarding effectiveness of programming

*Participant Engagement:*

- Initiating and managing communications with BE NYC program beneficiaries and participants
- Designing and implementing data gathering tools to obtain information on needs of program participants and identify strengths, weaknesses, and opportunities for future programming

**Preferred Skills**

The ideal candidate will have demonstrated success managing multiple programs and will have:

- Demonstrated program management experience; proven ability to organize and execute complex projects with multiple stakeholders to ensure projects stay on track, on budget, with quality results
- Excellent communication and interpersonal skills
- Experience planning, implementing and managing programs and projects involving diverse stakeholders
- Self-starter, with demonstrated level of management and leadership skills
- Proficiency with MS Excel, Word, PowerPoint and project management software (e.g., Monday.com, Smartsheet, TeamGantt)
- Experience with video conferencing platforms and virtual event management (e.g., WebEx)
- Prior experience as an entrepreneur or small business owner

**Qualifications:**

1. A baccalaureate degree from an accredited college or university and 5 years of full-time paid experience, with at least 2 years of leading major programming.

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**How to Apply:**

To apply for this position, please email your resume and cover letter with the following subject line: **Director, Program Development & Implementation** to: **WDCFiscal@sbs.nyc.gov**

**SALARY RANGE: \$90,000 - \$100,000 Annually.**

**NOTE:** Only those candidates under consideration will be contacted.