

FULL TIME POSITION: FOUNDING DIRECTOR, CANNABIS NYC EXECUTIVE DIVISION

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.

Job Description:

The New York City Department of Small Business Services seeks an experienced senior professional to serve as the Founding Director of the newly formed Cannabis NYC initiative. The Founding Director will spearhead the Agency's strategy and policy development to support the growth of the emerging cannabis industry, including through widespread public education, direct services to cannabis entrepreneurs and professionals, legislative advocacy and policy development at the Local, State and Federal levels, and long-term engagement with key stakeholders. The Founding Director will serve as the primary liaison between SBS, other City Agencies, and the NY State Office of Cannabis Management, as well as community stakeholders including elected leaders, community boards, and industry associations. The Founding Director will also work collaboratively with the NYC Cannabis Advisory Council, an advisory board of industry and community stakeholders, to ensure innovation and equity are central to the City's support of this emerging industry.

Specific Responsibilities:

- Lead Cannabis NYC, an initiative of the Department of Small Business Services
- Supervise and direct a staff of professionals dedicated to the cannabis industry, and work collaboratively across the Agency's Divisions
- Develop a comprehensive strategy for the engagement of external stakeholders, cannabis entrepreneurs, and industry professionals, and direct the activities of the Office's program staff
- Advise on the City's policymaking and legislative advocacy regarding the regulated cannabis industry
- Establish and manage the NYC Cannabis Advisory Council including holding periodic meetings, coordinating working groups/committees, leveraging the relationships and expertise of individual members to support the NYC Office of Cannabis and cultivate relationships with new members, as appropriate
- Meet regularly with the NYS Office of Cannabis Management to coordinate outreach efforts and ensure that the City policy, programmatic and regulatory efforts are informed by applicable laws and regulations
- Work closely with other City Agencies to coordinate the implementation of State and Local laws, rules, and regulations related to the cannabis industry
- Represent the Agency in meetings/events/presentations with external partners, City Hall, City Council, City Agencies and other stakeholders
- Participate in local, regional and national convenings on cannabis regulations

Preferred Skills:

- Senior level professional with experience working with government, community and institutional partners
- Prior work with a regulatory entity and/or the cannabis industry is a plus
- Excellent analytical and creative problem-solving skills
- Experience managing multiple stakeholders and staff
- Significant experience in partner relationship management
- Outstanding written and verbal communications skills, including formal presentation skills
- Ability to effectively and confidently present to elected officials and other senior level leaders

- Comfortable working in a fast-paced environment, managing multiple projects simultaneously and prioritizing projects to meet deadlines
- Entrepreneurial and collaborative style that works well in teams

Qualifications:

1. A baccalaureate degree from an accredited college with a major in either business administration or accounting and five years of full-time satisfactory experience in performing the duties described above; 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals performing the work described above; or
2. A valid New York State Registration as an architect or a valid New York State Professional Engineer's license and four years of full-time, satisfactory professional experience in engineering, architecture or urban planning; or
3. Graduation from an accredited law school and three years of full-time satisfactory experience in performing the duties described above; 18 months of which must have been in a supervisory, administrative, managerial or executive capacity as described in "1" above; or 4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must have the 18 months of supervisory, administrative, managerial or executive experience as described in "1" above.

How to Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: #537269 or submit cover letter and resume via email using the following subject line: Founding Director, Cannabis NYC and send to careers@sbs.nyc.gov

Current SBS Employees: Please email your resume and cover letter including the following subject line: Founding Director, Cannabis NYC to: HRHELP2@sbs.nyc.gov

All Other Applicants: Go to www.nyc.gov/jobs search for Job ID: #537269 or submit cover letter and resume via email using the following subject line: Founding Director, Cannabis NYC and send to careers@sbs.nyc.gov

Salary: Commensurate with Experience

NOTE: Only those candidates under consideration will be contacted. As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

NYC residency is required within 90 days of appointment (if applicable; dependent on civil service title)

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

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

The Department of Small Business Services (SBS) is an equal opportunity employer, committed to recruiting and retaining a diverse and culturally responsive workforce. SBS has a zero-tolerance policy for any form of sexual harassment in the workplace, treats all incidents seriously and promptly investigates all allegations of sexual harassment.



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All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs. SBS will continue to provide reasonable accommodations to employees and applicants with disabilities, and for religious observances and practices.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a. We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.