

FULL TIME POSITION:

DIRECTOR OF INITIATIVES AND INVESTMENTS, NEW YORK ALLIANCE FOR CAREERS IN HEALTHCARE (NYACH); WORKFORCE DEVELOPMENT CORPORATION (“WDC”)

Agency Description:

The New York City 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.

Workforce Development Corporation:

The WDC is an independent not-for-profit created by the City of New York (the “City”) specifically for the purpose of assisting the City in developing and funding workforce 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.

Industry Partnerships

The first recommendation of Mayor de Blasio’s workforce development strategy, *Career Pathways: One City, Working Together*, is expanding Industry Partnerships to ensure that New York City businesses are able to find the talent needed to thrive and grow and New Yorkers are equipped with the skills and qualifications needed to access jobs with family sustaining wages. Industry Partnerships are intermediaries between industry, government, organized labor, academia, philanthropy, community-based organizations and training providers that work together to drive the economic vitality of NYC through the development of a superior talent pool that is inclusive of all New Yorkers.

New York Alliance for Careers in Healthcare (NYACH)

As a public-private partnership, NYACH is the Industry Partnership for the healthcare sector, bringing together disparate entities of the workforce development system in order to address the healthcare industry’s rapidly changing labor force needs.

NYACH’s mission is to build an effective healthcare workforce development system in NYC by identifying healthcare employers’ needs; helping education and training organizations adapt their approach to better meet those needs; and ensuring low income and unemployed New Yorkers have access to viable career opportunities in healthcare.

NYACH’s Partners Council consists of trade associations and industry groups representing the major subsectors of healthcare, the 1199SEIU Training and Employment Funds, and the City University of New York (CUNY). NYACH works with its Partners Council, healthcare institutions, industry groups, City government agencies, education institutions, funders, and community-based organizations to advance its mission.

Job Description:

The WDC seeks a Director of Initiatives and Investments who will report directly to NYACH’s Executive Director. In this role, the Director will support both external relations and the development and management of initiatives designed to advance strategies around the following goals:

- a) All New Yorkers have accessible and effective pipelines into entry-level healthcare jobs
- b) Healthcare is an effective path to the middle class
- c) The healthcare policy and financing landscape has a distribution of resources that promotes equity and is effective for the delivery of quality care

The ideal candidate has strong understanding of the healthcare landscape, proven external affairs and program management experience, and a demonstrated passion for NYACH’s mission.

Specific Responsibilities:

- Oversee NYACH’s portfolio of initiatives, including NYACH’s private foundation grants, through program design, implementation, vendor management, data collection and analysis, and reporting requirements
- Manage NYACH initiative-based external partner workgroups to ensure continued progress on programs
- Support the development and management of systems and processes to track outcomes, data, and impact for initiatives

- Manage relationships with key stakeholders, including those at government agencies or offices, industry associations, employers, healthcare unions, and educational institutions
- Stay up to date on healthcare delivery system trends and best practices in workforce and economic development to inform NYACH strategy and contribute to new curriculum and initiative development
- Engage industry partners in the development of new and redesigned healthcare workforce development programs that meet the changing hiring and skill needs of the healthcare industry, particularly given recent changes to New York State Medicaid policy and related priorities
- Work with industry partners to identify key workforce challenges, examine the “problem statements” behind them, and define approaches that could lead to system-wide improvements in workforce development
- Work with the SBS healthcare training team to inform annual training programs so that they meet the needs of NYC healthcare employers and to troubleshoot issues in implementation and evaluation as they arise
- Serve as a healthcare workforce and economic development expert and actively participate in high-level stakeholder meetings, serve on industry workgroups, and represent NYACH and its mission in public-facing events.

Preferred Skills:

- Integrity, credibility, and a demonstrated commitment to NYACH and SBS’s mission and goals
- A strong understanding of the healthcare delivery system and healthcare reform at both the State and Federal level
- Experience with healthcare workforce development and working with educational and training institutions
- Exceptional and demonstrated program management skills including in planning, implementing, and managing projects involving multiple stakeholders and the ability to drive projects to timely completion
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- The ability to work with a team of diverse professionals to achieve project milestones and goals
- Ability to interface with diverse partners and manage high-level relationships
- Superior communication and writing skills
- Ability to quickly identify challenges and develop and execute solutions in consensus-driven environment
- Outstanding analytical, strategic, and problem-solving skills
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook

Qualifications:

- 4-6 years of healthcare industry experience, with at least two years in a substantive external-facing role
- Bachelor’s degree from an accredited college or university
- Master’s degree in public health or public administration preferred

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

Director NYACH – Industry Partnerships to: careers@sbs.nyc.gov

Salary: Commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

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, NY 10006