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FULL TIME POSITION: DIRECTOR, HIGHER EDUCATION NYC TECH TALENT PIPELINE, 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.

About the NYC Tech Talent Pipeline

The NYC Tech Talent Pipeline (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. Driven by a network of 225+ companies and 17 local colleges, TTP works with public and private partners to define industry needs, develop solutions, and bring what works to scale, preparing New Yorkers across the five boroughs to secure and succeed in 21st century jobs. Our work includes:

- **Enhancing a world-class higher education pipeline:** [A new Mayoral initiative](#) to double tech bachelors by 2022 via a [\\$20M collaboration](#) with industry & NYC colleges
- **Expanding effective, industry-aligned accelerated training for all New Yorkers:** Support for educators looking to deliver a broader community of New Yorkers into in-demand roles including through [new and expanded tech education and training programs](#)
- **Mobilizing New Yorkers across the five boroughs:** 12,000+ New Yorkers driven to action by a [5-borough mobilization campaign](#) delivered together with industry
- **Delivering qualified talent into in-demand jobs:** 1,000+ New Yorkers served through direct training programs alone, with graduates hired at *Google, Facebook, Microsoft, Goldman Sachs, Spotify*, etc.

Job Description

Building on this foundation, the NYC Tech Talent Pipeline (TTP) is seeking a creative change agent with a demonstrated track record of successful academic collaborations to lead the City's tech-related higher education initiatives. This portfolio includes but is not limited to the City's council of college Presidents & Provosts (*NYC Tech Academic Council*), and the Mayor's recently-announced \$20M initiative to double the number of tech bachelors awarded by public colleges by 2022 (*CUNY 2x Tech*). The Director of Higher Education will lead a diverse team of stakeholders – including faculty, academic leaders, industry professionals, and public officials – towards realizing higher education's role as an engine of economic opportunity in NYC. He/she/they will report directly to TTP's Executive Director, and benefit from the following:

Measurable Impact: Double the number of tech bachelors awarded by public colleges in NYC by 2022 and guide the definition of clear outcomes for additional areas of collaboration.

Transformational Mission: Support a broader diversity of New Yorkers in accessing the critical skills and opportunities needed to launch sustaining careers and fuel the City's innovation economy.

Required Resources: Deploy an anticipated \$20M in public and private support for investments designed and approved by academic and industry leaders, with additional support from collaborating agencies.

Platform and Partnerships: Under the banner of the Mayor's plan to create 100,000 jobs, utilize platform to mobilize committed members of the Academic Council and NYC tech ecosystem leaders.

Job Responsibilities

- **Drive TTP's work** to deliver quality jobs for New Yorkers and quality talent for the City's businesses, including by defining key strategies for increasing New Yorkers' access to tech careers.
- **Build and manage relationships with college administrators and faculty** to realize both immediate initiative goals and long-term lasting alignment between post-secondary institutions and industry.



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- **Develop and implement a comprehensive approach to meeting the Mayor's goal** of doubling the number of CS graduates at CUNY, working together with city, CUNY, and industry partners.
- **Lead elevation of the City's Tech Academic Council** by working with public and academic partners to identify and advance new areas of tech-related industry/City/university collaboration.
- **Directly manage a core group of official partners and staff** that are responsible for day-to-day execution; lead development of metrics and targets and hold all accountable for meeting them.
- **Develop and deploy communications** and marketing materials
- **Support high-level events and reporting at the request of City Hall** and other relevant agencies.
- **Gather feedback from stakeholders and develop recommendations** for year-over-year iteration.

Preferred Skills:

- Integrity, credibility, and a commitment to the NYC Tech Talent Pipeline mission;
- At least 5 years of experience, with at least two years in an external-facing role;
- Experience mobilizing a diversity of stakeholders – *including* faculty/academic administrators;
- Familiarity with higher education institution structure, administration, and culture;
- Proven ability to provide excellent customer service to a diversity of collaborators and consumers;
- Experience planning, implementing, and managing initiatives or programs;
- Proven ability to work well under pressure and adapt quickly to change; Exceptional communication;
- Knowledge of technology industry and understanding of NYC's educational landscape preferred; and
- Proficiency with Microsoft Office, including Excel, Word and PowerPoint; Adobe InDesign a plus

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.

How to apply:

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

TTP Director, Higher Education to: careers@sbs.nyc.gov

Internal candidates, please email your resume and cover letter including the following subject line:

TTP Director, Higher Education to: HRHELP2@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 348851

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 348851

Salary Range: Commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services / Human Resources Unit 110 William Street /

New York, New York 10038