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FULL TIME POSITION: SENIOR PROGRAM MANAGER, BUSINESS PREP PROGRAM DIVISION OF BUSINESS SERVICES

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 Senior Program Manager will oversee the [Business Preparedness and Resiliency Program \(Business PREP\)](#). Business PREP is a Community Development Block Grant Disaster Recovery Program (CDBG-DR) funded initiative that aims to better prepare businesses for natural or man-made disasters or any event that might disrupt their business operations. In partnership with the Mayor's Office of Recovery and Resiliency, other City agencies, and the Governor's Office of Storm Recovery, SBS is offering community workshops, online resources, and on-site risk assessments and post-assessments grants to improve the resiliency of businesses and neighborhoods throughout New York City. The Senior Program Manager will spearhead to the agency's efforts to improve the resiliency of New York City businesses.

Job Responsibilities

The Senior Program Manager will be the principal staff member in charge of Business PREP, and manage a team of two full-time staff to meet the program's goals. He/She will be responsible for the implementation, administration and project management of the different activities within this program. Some specific responsibilities include, but are not limited to:

- Manage a consultant team to provide on-site risk assessments to 520 businesses by the end of FY19
- Manage SBS team to provide post-assessment grants of \$3,000 to 520 businesses by the end of FY19
- Design and develop online resources that will help businesses educate themselves about preparedness, assess their own risk, and connect to resources for operational and physical improvements
- Work with program manager and partners to conduct business continuity workshops and webinars to educate businesses about preparedness
- Lead the integration of business continuity planning and preparedness best practices into the general business services provided by SBS
- Work with community and city partners to ensure businesses are taking advantage of the business resiliency services provided by the City
- Manage marketing campaign for the program and business resiliency awareness
- Lead the procurement for different initiatives (outreach campaign, online tool) within the Business PREP program, including writing RFPs, creation of evaluation guides, vendor evaluation and negotiation, and drafting contracts
- Manage relationship with the Governor's Office of Storm Recovery, the Mayor's Office of Recovery and Resiliency, and the Office of Management and Budget, and track program progress and budget
- Represent SBS at other City and partner agencies, and external events

Preferred Skills:

- At least three years professional experience, including project management and program development
- Knowledge of small business operations and interest in resiliency and/or disaster preparedness
- Proven track record of delivering results in a fast-paced, demanding work environment
- Ability to work within cross-organizational multi-disciplinary teams
- Excellent written and oral communications skills
- Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills
- Ability to interact with all levels of management

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



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- Be a productive team player and must also be comfortable working independently, with little direct supervision
- Solid command of MS Office software, particularly Excel
- Vendor management experience
- Experience implementing technology projects
- Knowledge of Community Development Block Grant – Disaster Recovery

Qualifications:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science.
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Senior Program Manager, Business PREP** to: **bnewman@sbs.nyc.gov** ATTN: **Benjamin Newman**.

Internal candidates please email your resume and cover letter including the following subject line **Senior Program Manager, Business PREP** to: **HRHELP2@sbs.nyc.gov**

Salary: 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