



**FULL TIME POSITION:
Analyst, Capital Access**

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

Access to capital is one of the top issues for small businesses starting and growing in New York City. SBS works with more than 40 local lenders and hundreds of businesses per year to help companies connect with the funds they need. Last year, SBS helped nearly 600 businesses access approximately \$60 million in loans and grants.

The Capital Access team is responsible for creating and implementing programs that create a more inclusive financing space. Working with the private and public sectors to understand the needs of small business and lenders to develop products/programs that enhance access. In addition the team manages the performance of Financial Account Managers located in field offices throughout the City and two new funds targeted at assisting Minority- and Women-Owned Businesses and emerging companies. The Analyst will support the team by conducting research, implementing new initiatives that are responsive to the needs of NYC small businesses, and managing reporting and data analysis.

Roles and Responsibilities:

The Analyst will support the administration, operation and project management of related programs. Some specific responsibilities include, but are not limited to:

- Work with the NYC Business Solutions Center and Industrial Business Service Providers management and staff to train/inform them of new products to be administered at the Centers
- Evaluate data to inform business development strategies
- Oversee the development of pipelines for each Center and support Account ManagersDevelop and maintain a financial assessment form for Account Managers
- Inform and develop new products to ease the process of accessing capital for small businesses
- Develop a strong understanding of available loan products from private and public sources
- Conduct analysis on the small business credit market to help inform policy and partnerships necessary to address any capital gap(s)
- Track and report key performance indicators on a regular basis for Executive-level staff
- Monitor and report on agency financing performance; including ensuring integrity of financing service and performing quality assurance functions
- Implement vetting system for new financial service providers
- Assist in the development and management of performance dashboards

Preferred Skills:

- Knowledge of small business capital needs, experience with small business lending, financial management, or accounting
- At least 2 years' professional experience, including project management and data analysis
- 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
- Experience using customer relationship management tools or other database systems in order to track and manage services and outcomes desired
- Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills

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.



How to Apply:

Interested candidates should email their cover letter and resume to LParsons@sbs.nyc.gov ATTN: Libby Parsons Include: "Analyst, Capital Access" in the email subject line.

ALSO:

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

Analyst, Capital Access

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Analyst, Capital Access**

Salary is commensurate with experience

NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

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

110 William Street

New York, New York 10038