

## **FULL-TIME POSITION:**

### **Director, Strategy and Initiatives, NYC Tech Talent Pipeline Workforce Development Corporation**

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#### **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 businesses in New York City to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce.

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#### **About the WDC:**

The Workforce Development Corporation is a 501(c)(3) nonprofit corporation that works closely with the New York City Department of Small Business Services to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships.

#### **About the NYC Tech Talent Pipeline:**

The Tech Talent Pipeline is a collaboration between businesses, community organizations, government, academic institutions, and training providers designed to support the growth of New York's tech ecosystem and prepare New Yorkers for 21<sup>st</sup> century jobs.

A three-year, \$10 million initiative announced by the Mayor in May 2014, the Tech Talent Pipeline provides leadership, funding, and support to public and private partners working to deliver technology education, training, and job opportunities to underserved New Yorkers. The collaboration is supported by several philanthropic partners, including JP Morgan Chase, the New York Community Trust, and the NYC Workforce Funders.

The Tech Talent Pipeline is a initiative of the Workforce Development Corporation, a 501(c)(3) nonprofit corporation that works closely with the New York City Department of Small Business Services to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships.

#### **Job Description:**

The Tech Talent Pipeline seeks a Director of Strategy and Initiatives to support the development, implementation, and assessment of efforts designed to deliver technology education, training, and job opportunities at scale to thousands of New Yorkers.

In this newly established role, the Director of Strategy and Initiatives will report to the Founding Director and play an integral role in helping to shape efforts, manage day-to-day implementation, and deliver quality results in a fast-paced, metrics-driven environment. The scope of work will encompass three core objectives, including the successful engagement of industry stakeholders, the effective support and scaling of programs and initiatives, and the recruitment, training, and placement of target demographics. The ideal candidate is a generalist with proven experience in building constituencies, programs, and processes, and a demonstrated passion for the Tech Talent Pipeline's mission.

### **Job Responsibilities:**

The Director of Strategy and Initiatives will support the development, delivery and assessment of all Tech Talent Pipeline initiatives. Key responsibilities include:

- Guide strategy development across the initiative's three core objectives
- Develop systems, processes, and infrastructure to manage multiple initiatives, track outcomes, and assess efficacy of efforts
- Manage day-to-day implementation of Tech Talent Pipeline initiatives, including events, programs, and efforts to guide systems change
- Lead research to inform efforts, guide strategy, and set benchmarks across all areas of work
- Manage ongoing cultivation and needs of key stakeholders, including a diverse representation of industry leaders, program providers, funders, government partners, and program participants
- Support marketing and communications efforts designed to increase awareness and mobilize key audiences
- Oversee select program development and implementation, including RFPs, contracts, and evaluations
- Support efforts to build, train, and manage a growing team

### **Preferred Skills:**

- Bachelor's degree required; Master's degree preferred
- 6-10 years of experience, with at least two years in a senior management, external-facing role
- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders to deliver fast, quality results
- Knowledge of technology industry and understanding of the educational and training provider landscape strongly preferred
- Experience in planning, implementing, and managing programs from inception to completion
- Excellent organization skills and impeccable attention to detail
- Exceptional communication and writing skills
- Outstanding analytical, problem solving, and creative thinking abilities; enterprising and resourceful, self-starter and team player
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- Integrity, credibility, and a demonstrated commitment to the Tech Talent Pipeline mission
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint; Adobe InDesign a plus

### **How to Apply:**

To apply for this position, please email your resume and cover letter with the subject line: Director, Strategic Initiatives, NYC Tech Talent Pipeline to: Kristen Titus, Founding Director, Tech Talent Pipeline at [Ktitus@sbs.nyc.gov](mailto:Ktitus@sbs.nyc.gov).

**SALARY RANGE: \$80,000-\$90,000**

**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, 7<sup>th</sup> Floor, New York, New York 10038