



Job Opening

APPLICATION DEADLINE DATE: April 24, 2020

JOB TITLE: Director of Minority and Women's Business Development, NS, M/C **LOCATION:** New York City
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Exempt
DEPARTMENT: Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017

BASIC FUNCTION:

Develop strategy and execute on programs and policies to promote Minority and Women-owned Business Enterprise (MWBE) engagement and utilization on NYS procurements. Lead the certification, compliance, and business development activities of the Division. Coordinate with all state agencies on MWBE participation, provide recommendations to the Commissioner of Economic Development and Legislature on matters affecting the MWBE community, and oversee the operations of the Division related to marketing and outreach, certification, agency training and compliance, MWBE training and business development, and reporting.

WORK PERFORMED:

- Oversee all aspects of MWBE certification, including developing new processes and procedures, streamlining operations, developing partnerships with other jurisdictions, and reporting all activity on a regular basis.
- Develop and implement procedures concerning compliance functions, including development and timely submission of substantive agency goal plans; collection and compilation of agency reports on MWBE utilization for incorporation into statewide report; identification of agencies for compliance auditing and approval of audit methodologies; and promulgation of guidance documents on implementation of MWBE-related laws and policies.
- Oversee business development programming, consisting of various technical and financial assistance initiatives to help MWBEs secure government contracts, access financing, improve operations, and grow their businesses.
- Participate in working groups, task forces, and forums on MWBE issues, and ensure the visibility of State MWBE activity throughout the MWBE stakeholder community.
- Develop and implement plans to market a full range of ESD services to the business community utilizing the physical and financial services of the corporation.
- Manage the operations of the Division, regularly improving its efficiency and developing strategies as necessary.
- Ensure all required Division reports are completed in a timely manner and distributed to all relevant stakeholders.
- Respond to inquiries concerns from members of the public, MWBEs, elected officials, and NYS agencies.
- Organize public events and training sessions on MWBE issues and deliver remarks at conferences and other public gatherings.
- Advise the Executive Chamber, Empire State Development Executive Leadership, and the Legislature on matters affecting MWBEs and issues of concern to the MWBE community.
- Directly manage the VP Operations, VP Compliance, VP Business Development, and Executive Assistant. Indirectly manage all other department staff.

- Establish and grow collaborative communication with other areas of ESD, Gov.'s Office staff and the external business, banking and real estate development communities.
- Extensive statewide travel is required.

Minimum Qualifications:

- A graduate degree in government, business, public administration, economics, or relevant field.
- Ten (10) plus years of relevant experience with community and economic development issues and business finance.
- Five (5) plus years' experience in a leadership role, which involved developing and/or implementing strategic plans, process and procedure improvements, and/or long-term sustainable efficiency measures.
- Five (5) plus years of management experience.

Knowledge Required:

- Excellent written and oral communication skills

SALARY RANGE: \$135,179 - \$170,030 (plus \$3,026 location pay)

ADDITIONAL:

If interested in this position, please forward a cover letter and resume to the e-mail address below by April 24, 2020. Be sure to indicate the position title and location you are applying for and specify how you meet the minimum qualifications in your cover letter.

INQUIRE

NYS Department of Economic Development
Human Resources Office
625 Broadway
Albany, NY 12245
Fax: (518) 292-5852
E-Mail: DED-HR@esd.ny.gov

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3/24/2020

Reference No. 01014

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.