Job Opening
APPLICATION DEADLINE DATE: July 29, 2022

JOB TITLE: Economic Development Program Specialist 2, G-23-PEF LOCATION: New York City or Albany
APPOINTMENT TYPE: Permanent JURISDICTION CLASS: Competitive
DEPARTMENT: Division of Minority and Women’s Business Development
633 Third Ave, New York, NY 10017
-Or-
625 Broadway, Albany, NY 12245

BASIC FUNCTION:
Under the general direction of the Minority and Women’s Business Development (MWBD) Director of Business Development, the incumbent will act as primary liaison to assigned agencies/authorities and will serve as program manager for certain business development programs. The incumbent will keep Division management apprised - on a timely basis - of significant issues, trends, or developments, with supported written findings and recommendations. Travel is required.

WORK PERFORMED:
• Serve as Program Manager and DMWBD Business Development Liaison to assigned agencies/authorities for the Supply/Demand Utilization Initiative (SDU), Business Growth Accelerator Program (BGA), and Mentor Protégé Program (MPP).

• Plan and conduct training, orientation, and provide technical assistance for designated agencies/authorities, as well as MWBEs and external stakeholders. These presentations shall incorporate business development programming, including, but not limited to: BGA, MPP, SDU, technical assistance programs, customized counseling, and target marketing for procurement.

• Work with agencies/authorities, MWBEs, and external stakeholders to promote and encourage full engagement in programs authorized under Article 15-A (such as MWBD related procurement practices and reporting protocols), as well as policies and practices relating to new initiatives.

• Receive, analyze, and conduct outreach with agencies/authorities to obtain updates on upcoming procurements that relate to SDU-industry categories. Guide agencies/authorities with identification and provide outreach to eligible MWBEs for SDU procurements.

• Coordinate with agencies/authorities to organize “Industry Network Days,” with the goal of matching agency procurement and MWBE liaisons with interested MWBEs, in specified SDU industries.

• Monitor agencies’/authorities’ utilization efforts on SDU procurements and guide them in developing strategies to increase this utilization in the future.

• Conduct outreach with agencies/authorities on upcoming procurements that are potential MPP eligible. Meet regularly with participating agencies/authorities to assist them with managing and evaluating ongoing MPP agreements.

• Create evaluation metrics and conduct quarterly evaluations to analyze ongoing MPP agreements at the various participating agencies/authorities. Host meetings to share these results to help the participating agencies/authorities improve on their current mentor/protégé partnerships.

• Hold annual evaluation meetings with agencies/authorities for both the MPP and SDU programs to review metrics, measure effectiveness, and elicit feedback on any improvements needed for the program.
• Work with other teams in the Division to identify and coordinate agency/authority outreach and training-related activities. Provide technical assistance and support to MWBEs.

• Provide support to agencies/authorities to develop innovative strategies to create opportunities for MWBE firms; including attending meetings with agencies/authorities to discuss progress, reporting, and follow-up activities.

• Identify business opportunities in contracting and in capital programs for MWBEs, and counsel MWBEs on business strategies.

• Identify prime contractors to create pathways for MWBE supply chain distribution networks and identify firms that have success in NYS contracting.

• Monitor agency/authority procurements, RFPs, and contracting opportunities in NYSCS.

• Investigate and develop recommendations based on business development for firms, provide programmatic assistance, and prepare program reports.

• Represent ESD on behalf of the Division by participating on panels for various business seminars, agencies, authorities, community-based organizations, and business trade groups.

• Perform other special projects, as reasonably required, by the Director of Business Development and/or senior leadership of the Division.

• May supervise Economic Development Program Specialists 1.

EDUCATION & REQUIREMENTS:
Open to current NYS employees who are currently in an Economic Development Program Specialist 2 title and seeking to transfer, and to those reachable on the Economic Development Program Specialist 2 eligible list.

SALARY RANGE: $79,325 - $100,342 (plus $3,026 location pay if filled in NYC)

Note: The starting salary for candidates with no prior State service will be at the minimum hiring rate.

ADDITIONAL:
If interested in this position, please forward a cover letter and resume to the e-mail address below by July 29, 2022. 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 12207
Fax: (518) 292-5852
E-Mail: DED-HR@esd.ny.gov

New York State is an Equal Opportunity/Affirmative Action employer

6/29/22
Reference No. 01137

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.