

Job Opening

Job Posting: December 20, 2021

Application Deadline: December 30, 2021

JOB TITLE: Director, Contractor and Supplier Diversity **LOCATION:** NYC

DEPT: Contract Administration

BASIC FUNCTION:

The Director is responsible for supervising the Office of Contractor and Supplier Diversity to utilize Minority and Women Business Enterprises (MWBEs) and Service-Disabled Veteran-Owned Businesses (SDVOB) to ensure compliance with NYS Executive Law Article 15-A and 17-B. The Unit develops, coordinates, and implements policies to maximize the utilization of MWBEs & SDVOBs in the agency's procurement, grants, loans, and contracts.

WORK PERFORMED:

- Develop internal and external partnerships to increase MWBE & SDVOB utilization on ESD projects, and host business development events, as necessary;
- Develop, refine, and update ESD's MWBE contracting policies and operating guidelines;
- Supervise the preparation of MWBE goals, contract monitoring, and reporting on MWBE utilization and program performance;
- Review Board materials and assist with presentations to ESD Board and senior staff on ESD's MWBE & SDVOB policies and MWBE & SDVOB utilization;
- Communicate and coordinate with both internal and external stakeholders to ensure program success; and
- Complete projects, tasks, and other duties as assigned by the Vice President of Contract Administration.

Monthly travel to New York City required. Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

College Graduate or equivalent experience.

5+ years of experience in program or project management. Some combination of affirmative action, minority/women or veteran business development, contract administration, business administration, government affairs or construction related field.

Familiarity with databases and basic computer software.

Supervisory experience.

Familiarity with government procurement, MWBE & SDVOB contracting, and government policy promoting supplier diversity is preferred.

APPROXIMATE HIRING SALARY: \$85,000 - \$90,000 (w/ comprehensive benefits package)

INQUIRE

Sarah Allende – HR Recruiter, Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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