



Job Opening

Job Posting: 5/26/2021

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: Program Manager, Entrepreneurial Development
DEPT: Small Business & Technology Development

LOCATION: NYC

BASIC FUNCTION: The Division of Small Business & Technology Development directs programs and initiatives to support the development of start-ups and expansion of small businesses. The designated individual will be responsible for handling the functions and activities of the technical assistance program and coordinate efforts to increase the usage and success of the program. This position will work closely with other departments within the Division. Furthermore, this position will also coordinate efforts with external resources to ensure tasks and deliverables of the technical assistance program are successfully accomplished.

WORK PERFORMED:

- Prepare Board Materials, Request for Applications, Grant Disbursement Agreements, Payment Requisitions and relevant documents as necessary.
- Monitor the functions of organizations providing technical assistance services under this program, including training, workshops and webinars being provided to targeted population.
- Manage and coordinate all reporting requirements of organizations providing technical assistance services under this program.
- Track assistance and services being provided through centralized data base, including documenting success stories and best practices.
- Prepare relevant reports highlighting accomplishments and provide regular updates to Acting VP as necessary.
- Assist in identifying and engaging organizations in the services area of targeted population under this program.
- Oversee and undertake special projects or initiatives as needed.
- Participate in working groups as required.
- Travel primarily in-state (when COVID restrictions are lifted).
- Other duties as assigned.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree preferably in Business or Public Administration

Relevant experience required: 3+ years' entrepreneurial development related efforts.

Knowledge required: Excellent written and oral communications skills are essential. Proficiency in computer programs such as Word, Excel, and PowerPoint.

APPROXIMATE HIRING SALARY: up to \$68,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. HR Manager - 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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