

Job Opening

Job Posting: 1/24/19

Application Deadline: 2/22/19

JOB TITLE: Project Manager, Contractor & Supplier Diversity

LOCATION: NYC

DEPARTMENT: Contract Administration

BASIC FUNCTION:

Contribute to developing and monitoring Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) participation goals for Empire State Development (ESD) projects and maximizing the compliance of those programs. Refine and manage reporting and tracking systems, and prepare reports as necessary.

WORK PERFORMED:

- Research, develop and negotiate MWBE and SDVOB participation goals with project sponsors, developers or other entities with whom ESD will engage in contractual relationships;
- Solicit, track and analyze compliance information and data of MWBE and SDVOB utilization, commitments and workforce participation;
- Ensure that data is accurately reflected in tracking systems and databases;
- Review Request for Proposals (RFP's), Request for Qualifications (RFQ's), Incentive Proposals (IPs) and other procurement, contract and grant materials to ensure that where appropriate MWBE and SDVOB provisions and other relevant requirements are included and reflected accurately;
- Research and prepare lists of qualified and certified Minority and Women-Owned and Service-Disabled Veteran-Owned businesses for procurement purposes or to match potential subcontractors and suppliers with prime contractors and grantees. Encourage prime contractors to utilize MWBEs and SDVOBs per project plans and help facilitate connections to do so. Communicate with prime contract businesses as necessary;
- Provide technical assistance to contractors, vendors and grantees as necessary;
- Prepare annual reports, quarterly contract compliance reports and other procurement reports as necessary;
- Participate in weekly, monthly and quarterly office, interdepartmental and division-wide meetings, webinars, and/or teleconferences;
- Provide the highest standard of customer service to internal and external partners and stakeholders;
- Provide support to the Director of the Office of Contractor and Supplier Diversity on marketing and outreach, compliance, and project management oversight as necessary;
- Participate in MWBE, SDVOB and other related expos and events. This may include but is not limited to: presentations, panel discussions and the facilitation of workshops and other forums;
- Employ a variety of tools to ensure adherence to diversity and best practices;
- Participate in trainings, workgroups, strategic planning sessions and other group projects as necessary; and,
- Projects, tasks and other duties as assigned by the Director of Contractor and Supplier Diversity.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree required in business, finance related field.

Relevant experience required: 3-5 years of experience in some combination of MWBE and/or SDVOB, contract compliance, non-profit organization, contracts, grants, data, business administration, government or construction related field.

Knowledge required: Proficiency in Microsoft Office and experience using contract and data management systems. Excellent interpersonal, oral and written communications skills.

APPROXIMATE HIRING SALARY: Starting at \$58,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, Human Resources Manager, Human Resources Department

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY