

Job Opening

Job Posting: February 6, 2020

**Application Period: 30 Days or Until
Position is Filled**

JOB TITLE: Senior Policy Advisor, MWBE Policy and Programs

LOCATION: NYC

DEPARTMENT: Minority & Women's Business Development (DMWBD)

Basic Function:

Under the general direction of the Governor's Executive Chamber and the Executive Director of the Division of Minority & Women's Business Development (MWBD), the Senior Policy Advisor will work with the Chamber and Division on developing policies and programs that will promote the growth of the MWBE program and expand opportunities for MWBE firms. The Senior Policy Advisor will utilize data, evaluation analysis, and policy development to help plan content rich events and conferences that help promote the advancement of MWBE firms. Additionally, the Senior Policy Advisor will work with the Division and the Executive Chamber to respond to administrative requests for New York State public agencies and authorities within the provisions of Article 15-A of the Executive Law and the attendant rules and regulations. Statewide travel is required.

Work Performed:

- Conducts policy research and analysis to prepare white papers reflective of Article 15-A of the Executive Law and national MWBE standards and policies to help the NYS MWBE program grow and develop.
- Serves as a liaison between the Governor's Executive Chamber, the Executive Director, and MWBD leadership to develop and implement new policy and programs.
- Develops and conducts marketplace surveys, program evaluations, and analysis of statewide data to identify potential areas for program development and growth for the MWBD.
- Works on operationalizing and executing projects based on policy recommendations and regulations associated with Article 15-A of the Executive Law.
- Prepares internal and external correspondence and documents related to administrative requests for New York State public agencies and authorities within.
- Develops and provides planning for MWBE external events: forums, conferences, etc. and coordinates the development of materials for MWBE related events to promote growth and opportunity for MWBE firms.
- Manages group projects to timely completion and reports to Executive Director on progress or obstacles as well as provides appropriate solutions to issues that arise.
- Provides information needed by other Division units to ensure the participation of eligible firms in MWBE initiatives, including certification, business development, and training.
- Identifies business opportunities in contracting and in capital programs based on state and national economic and industry trends and advises the certification and business development units on policy and program development to counsel MWBEs on business strategies.
- Participate on panels for various business seminars and work on special projects as assigned.

EDUCATION & REQUIREMENTS:

Education Level: Master's degree preferred; Bachelor's degree in public administration, public policy or related
Education Level required: A Bachelor's degree in Public or Business Administration, Public Affairs and Policy, Political Science, Economics, Social Sciences or Special Programs, or a related field. A Master's degree in fields above is preferred.

Relevant experience required: Three years of general experience in MWBE/Affirmative Action OR three years of community economic development program experience or the development and administration of programs to facilitate minority and women's access to employment or business opportunities in the public or private sector.

Knowledge required: MWBE/Affirmative Action and/or community economic development. Experience in government, policy and program development and management required. Prefer one year of experience as a supervisor or manager.

APPROXIMATE HIRING SALARY: \$82,000 - \$88,000, (w/ comprehensive benefits package)

INQUIRE

Maria Gately, Sr. Human Resources 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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