



Job Opening

**Job Posting:** 4/27/2018

**Application Deadline:** 5/28/18

**JOB TITLE:** Senior Advisor, Policy and Programs

**LOCATION:** NYC

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

**BASIC FUNCTION:** Under the general direction of the Executive Director, Minority & Women's Business Development (MWBD), the incumbent responds to requests for MWBE waivers and B1184s within the provisions of Article 15-A and the attendant rules and regulations; promotes outreach and education to businesses throughout New York State; works with the Governor's Executive Chamber on content-rich events/conferences; promotes the growth and opportunity for MWBE firms through education and outreach throughout New York State. Statewide travel is required.

**WORK PERFORMED:**

- Develop and provide planning for MWBE external events: expos, forums, conferences, etc. and coordinate workshops and materials for MWBE related events and coordinate workshops to promote growth and opportunity for MWBE firms and represent DMWBD at such events.
- Prepares internal and external correspondence and documents related to MWBE waivers, B1184s and business development.
- Provides information needed by other Division units to ensure the participation of eligible firms in MWBE initiatives, including certification, business development and training.
- Manages group projects to timely completion by Business Development and reports to Executive Director on progress or obstacles as well as provides appropriate solutions to issues that arise.
- Develops and provides planning for MWBE-related events (expos, forums, conferences, etc.) and coordinates workshops to promote growth and opportunity for MWBE firms and represents DMWBE at such events.
- Develops and provides training and workshops, education, outreach and resource materials to agencies/authorities, municipalities and other government agencies and businesses in accessing, finding and identifying MWBE contracting opportunities and business strategies.
- Provides support to agencies/authorities to develop new ways to create opportunities for MWBE firms, including attending meetings with agencies/authorities to discuss progress and follow-up activities.
- Identifies 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 on business development for firms and provide programmatic assistance and prepare program reports.
- Represent ESD on behalf of the Business Development Unit on panels for various business seminars.
- Special projects as assigned.

**EDUCATION & REQUIREMENTS:**

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.

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 preferred. Prefer one year of experience as a supervisor or manager.

**APPROXIMATE HIRING SALARY:**

\$80,000-85,000 (w/ comprehensive benefits package)

**INQUIRE**

Leah Schanke, AVP, Human Resources

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

External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.**