

Job Opening

**Job Posting:** 06/16/2021

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

**JOB TITLE:** Vice President and Deputy Director II, MWBE Programs

**LOCATION:** NYC

**DEPT:** MWBE

**BASIC FUNCTION:**

Under the general direction of the Minority and Women's Business Development (MWBD) Executive Vice President (EVP) and Executive Director, the Deputy Executive Director II develops and executes programs and policies to promote Minority and Women-owned Business Enterprise (MWBE) engagement and utilization on NYS procurements.

Lead the certification and customer services activities of the Division. Coordinate with all State agencies on MWBE participation, provide recommendations on legislative matters affecting the MWBE community, and oversee the operations of the assigned units related to marketing and outreach, certification, agency training and compliance, MWBE programs, business development, and reporting.

**WORK PERFORMED:**

- Develop and implement procedures concerning compliance functions, including development and timely submission of substantive agency goal plans; collection and compilation of agency reports on MWBE utilization for incorporation into statewide report; identification of agencies for compliance auditing and approval of audit methodologies.
- Oversee certification and customer services programming, consisting of various technical and financial assistance initiatives to help MWBEs secure government contracts, access financing, improve operations, and grow their businesses. Manage the Certification and Customer Service Units, regularly improving efficiency and developing strategies as necessary.
- Participate in working groups, task forces, and forums on MWBE issues, and ensure the visibility of State MWBE activity throughout the MWBE stakeholder community.
- Respond to inquiries concerns from members of the public, MWBEs, elected officials, and NYS agencies.
- Organize public events and training sessions on MWBE issues and deliver remarks at conferences and other public gatherings.
- Work with certification and customer service, MWBEs, and external stakeholders to promote and encourage full engagement in programs authorized under Article 15-A (such as MWBD related procurement practices and reporting protocols), as well as policies and practices relating to new initiatives.
- Create evaluation metrics and conduct quarterly evaluations to analyze various participating business development and agencies/authorities' initiatives. Host meetings to share these results to help the participating stakeholders and agencies/authorities improve outputs. Hold annual evaluation meetings with business community and agencies/authorities to review metrics, measure effectiveness, and elicit feedback on any improvements needed for the program.
- Represent ESD on behalf of the Division by participating on panels for various business seminars, agencies, authorities, community-based organizations, and business trade groups.
- Perform other special projects as assigned.
- Statewide travel required

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

**EDUCATION & REQUIREMENTS:**

Education Level required: A bachelor's degree in government, business, public administration, economics, or relevant field. Graduate degree preferred.

Relevant experience required: Eight (8) plus years of relevant experience with community and economic development issues and business finance. Five (5) plus years' experience in a leadership role, which involved developing and/or implementing strategic plans, process and procedure improvements, and/or long-term sustainable efficiency measures. Five (5) plus years of management experience. Experience in the field of executive level management and/or management consulting experience preferred. A J.D. or master's degree may substitute for two years of relevant experience.

Knowledge required: MWBE/Affirmative Action and/or community economic development. Knowledge of government, policy and program development. Excellent written and oral communications skills.

Remote Work Certification (*must include percent of time position can be performed & managed remotely - 20% minimum*)

**APPROXIMATE HIRING SALARY:** \$130,000 (w/ comprehensive benefits package)

**INQUIRE**

Leah Schanke – AVP - Human Resources Dept.

**External Candidates:** *Send resume to [resumes@esd.ny.gov](mailto: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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