



Business Services Manager – Workforce Development
Brooklyn Workforce1 Industrial and Transportation Career Center

Overview

We are proud to offer an exciting opportunity to join an organization that works at the intersection of economic development, workforce development, direct service, and advocacy in three of the most dynamic neighborhoods in New York City.

SBIDC was founded in 1978 as a nonprofit, business membership organization to advocate for and provide services to small businesses in Sunset Park, Red Hook and Gowanus. SBIDC also helps residents secure and maintain good jobs. In partnership with New York City, SBIDC manages the Southwest Brooklyn Industrial Business Zone (IBZ) and Brooklyn Workforce1 Industrial and Transportation Career Center.

SBIDC is seeking a Business Services Manager for the Brooklyn Industrial and Transportation Workforce 1 Center (ITC), located in the Brooklyn Army Terminal (BAT). BAT is an attractive place to work with an active built-in network of industrial employers. The Business Services Manager is responsible for creating and executing the business development for the Center. The position is from 8:30am-5:00 Monday through Friday and occasionally nights and weekends.

Primary Responsibilities

- Develop relationships with businesses, business associations, partner organizations and economic development agencies to ensure 200 job placements are secured within the contract year
- Manage Account Manager at the site to achieve contracted goals
- Co-supervise Career Services Manager with the Deputy Director to ensure career services and account management work complement each other
- Manage strategies for lead generation and jobseeker development to meet business needs
- Build a pipeline of qualified candidates to fill open positions, screen them according to the job requirements, refer them to interviews, and follow up with the employer
- Coordinate recruitment events with businesses
- Ensure business customers' satisfaction with recruitment services
- Participate in weekly business development meetings with SBIDC staff to ensure cross selling of services across the organization



- Other responsibilities as assigned; duties are subject to change based on contract, funding and/or management discretion

Skills and Qualifications

- 3 years' experience in business to business sales
- 3-5 years' experience as an Account Manager/Job Developer
- 2 years' experience managing staff
- Exposure to or knowledge of the workforce development field is preferred
- Excellent verbal and written communication skills
- Ability to work well in a fast-paced environment
- Results-oriented and experience in a goal-driven environment
- Must be able to work independently or in a team environment
- Ability to assess individual skills with precision and make appropriate referrals
- Ability to problem solve and work with a diverse customer base
- Must have the ability to work well with all levels of the organization and individuals with multiple barriers
- Must be well organized, detailed oriented, and accuracy driven
- Must have experience using Salesforce or other CRM databases
- Must be proficient in Microsoft Office software including Word, PowerPoint, Excel, and Outlook

To apply, submit cover letter and resume to Jesse Solomon at jsolomon@sbidc.org. Please add BSM-Workforce to subject line. SBIDC is an equal opportunity employer.