



## Business Services Manager

### **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.

The Southwest Brooklyn Industrial Development Corporation (SBIDC) was founded in 1978 as a business membership organization to advocate for, and provide technical assistance to, small businesses in the waterfront neighborhoods of Sunset Park, Red Hook and Gowanus. SBIDC manages the City's largest Industrial Business Zone (IBZ). And in the past five years, the organization has expanded its mission to help residents secure and maintain good jobs, often in the same neighborhood businesses we have served for nearly 40 years.

SBIDC seeks a highly motivated and dedicated individual to join its Business Services Team to, among other duties, manage SBIDC's Industrial Business Zone contract with NYC Small Business Services (SBS), and serve as the primary point of contact to hundreds of small businesses. The Business Services Manager will also play a critical role in developing new business services at SBIDC, including employee ownership initiatives, and will receive immersive training in this topic throughout the first year of employment.

The position is from 9:00-5:00 Monday through Friday and occasionally nights and weekends.

### **Job Duties**

#### **Business Services:**

- Manage SBIDC's Industrial Business Zone (IBZ) contract:
  - Help industrial and manufacturing businesses in the Southwest Brooklyn IBZ to solve issues, access financing, launch and expand their work, and find tax incentives and grants
  - Ensure that all contractual goals and metrics are met, including program reporting
  - Establish strong relationships with financial institutions and government stakeholders
- Partner with Director of Business Development (BD) to ensure member businesses are being serviced and supported, and to organize and coordinate SBIDC business service events

#### **Program and Organization Development**

- Develop next iteration of SBIDC’s business education program, Plan for Growth
  - Lead program ideation and development process
  - Recruit participant businesses
  - Collect data on efficacy of the program, and make / implement recommendations for improvement
- Attend necessary trainings, seminars, and partner events to help grow the following services at SBIDC, including but not limited to: financial assistance services; ESOP/succession planning strategies; worker cooperative incubation services
- Help secure sponsorships for SBIDC fundraisers

### **Skills and Qualifications**

- Above all, a motivation, commitment to, and passion for helping small businesses and the greater Southwest Brooklyn community
- A strong interest in small business consulting
- Excellent writing, interpersonal, networking, communication, and analytical skills, including data analysis
- Basic computer skills and familiarity with Salesforce or an equivalent CRM program
- Willingness to work flexible hours—including occasional weeknights and weekends—and a desire to go above and beyond for a small, but growing, community-based organization
- The ability to work as part of an energized and cohesive team
- Familiarity with New York City industrial and economic policy is a plus
- Knowledge of City and State tax incentive programs, including Opportunity Zones, ICAP, ECSP, ESOP a plus

**Please e-mail cover letter and resume to Jesse Solomon at [jsolomon@sbidc.org](mailto:jsolomon@sbidc.org) by September 15<sup>th</sup> with “Business Services Manager” in the subject line. SBIDC is an Equal Opportunity Employer.**