



## **Deputy Director**

### **OVERVIEW:**

The Southwest Brooklyn Industrial Development Corporation (SBIDC) is seeking to hire a Deputy Director who wishes to play a leadership role in shaping the future of this organization and the Southwest Brooklyn working waterfront. This is an exciting opportunity to be part of an organization that works at the intersection of economic development, workforce development, and community advocacy in three of the most dynamic neighborhoods in New York City.

Founded in 1978, SBIDC advocates for, and provides services to, manufacturers and other small businesses in the waterfront neighborhoods of Sunset Park, Red Hook and Gowanus. These businesses have historically created good-paying jobs and strong career pathways for residents facing barriers to employment. SBIDC also manages a NYC Workforce 1 Industrial and Transportation Career Center, placing over 200 job seekers in roles at local businesses each year.

SBIDC supports equitable economic development by developing employment programs with a focus on unemployed youth, creating opportunities for employee-owned business models, and by playing a leadership role in multiple neighborhood coalitions that advocate for economic and racial justice, protect small businesses and workers, and ensure public and private investments directly benefit our communities.

### **THE POSITION:**

Working closely with the Executive Director, the Deputy Director will help lead the everyday management of the organization. The Deputy Director will help design, implement and effectively administer economic development and workforce development programs. This includes helping to advance skill-specific workforce-training initiatives, SBIDC's worker cooperative program, community planning projects, and advocacy campaigns for the essential employers and workers of the Southwest Brooklyn industrial waterfront. The Deputy Director will also collaborate with the Executive Director and the Board of Directors on the development of policy positions and strategic planning for the growth of the organization.

The Deputy Director must have, or demonstrate that they can develop, a strong knowledge of Southwest Brooklyn and its industrial base, excellent management skills, and the ability to work with diverse local stakeholders. Candidates should be able to demonstrate that they can work closely with staff to promote an open, inclusive and supportive environment in the office and in the community.

## ***Specific Responsibilities***

### **Personnel and Program Management**

- Manage SBIDC's government contracts for small business technical assistance and workforce development services, ensuring programmatic success
- Develop and oversee program budgets, reporting, and contract compliance
- Recruit, hire, onboard and coach SBIDC team members
- Manage SBIDC staff in developing work plans, tasks and program deliverables for our policy, community planning, and equitable industrial development initiatives

### **Communications and Marketing**

- Assist Executive Director in developing and implementing a communications strategy
- Assist in developing and delivering external communications, including talking points for press and public events, public testimony, and opinion articles related to SBIDC's advocacy
- Oversee SBIDC's website and weekly newsletter

### **Strategic Planning and Capacity Building**

- Work with the Executive Director to ensure effective roll out, implementation, and evaluation of programs and initiatives
- Support fundraising activities, including generating sponsorships for SBIDC's annual fundraiser and writing grant applications

## ***Qualifications***

- Strong personnel management and leadership experience; a minimum of two years leading a team or managing personnel to achieve results
- Outstanding communications skills, with the ability to communicate persuasively orally and in writing; experience in public communications and marketing are a plus
- Familiarity with economic or workforce development, real estate, small business development (ideally in the manufacturing sector), urban policy and racial justice - as well as the New York City advocacy community working in these issue areas
- Strong community planning or community organizing skills, and/or experience working in community-based organizations in low-wealth communities/communities of color
- Knowledge of NYC & State tax incentive programs, such as Opportunity Zones, ICAP and ECSP is a plus
- Candidates with working proficiency in Spanish, Mandarin or Cantonese is a plus

## ***Salary and Application***

**Commensurate with experience. Generous PTO, health and retirement benefits. Email cover letter and resume to Stephanie Dolan at [sdolan@sbidc.org](mailto:sdolan@sbidc.org). Subject line: Deputy Director. SBIDC is an Equal Opportunity Employer.**