

Job Opening  
March 10, 2016

**JOB TITLE:** Project Manager, Contractor and Supplier Diversity

**LOCATION:** NYC

**DEPARTMENT:** Contract Administration

**BASIC FUNCTION:**

Contribute to developing and monitoring Minority and Women-Owned Business Enterprise (M/WBE) and Service-Disabled Veteran-Owned Business (SDVOB) participation goals for Empire State Development (ESD) projects and maximizing the compliance of those programs. Refine and manage reporting and tracking systems, and prepare reports as necessary.

**WORK PERFORMED:**

- Research, develop and negotiate M/WBE and SDVOB participation goals with project sponsors, developers or other entities with whom ESD will engage in contractual relationships.
- Research and prepare lists of qualified and certified Minority/Women-Owned and Service-Disabled Veteran-Owned businesses for procurement purposes or to match potential subcontractors and suppliers with prime contract holders at ESD. Encourage prime contractors to utilize MWBEs and SDVOBs per project plans and help facilitate connections to do so. Communicate with prime contract businesses as necessary.
- Solicit and track compliance information regarding Minority/Women Service-Disabled Veteran-Owned business participation and minority/female workforce participation on ESD projects. Ensure that data is accurately reflected in tracking systems and databases.
- Provide technical assistance to contractors, vendors and grantees as necessary.
- Review and analyze data pertaining to MWBE and SDVOB utilization and commitments.
- Prepare annual reports, quarterly contract compliance reports and other procurement reports as necessary. Improve data tracking and reporting systems in conjunction with ESD IT department.
- Participate in weekly, monthly and quarterly office, interdepartmental and division-wide meetings, webinars, and/or teleconferences.
- Provide the highest standard of customer service to internal and external partners and stakeholders
- Provide support to the Director of the Office of Contractor and Supplier Diversity on marketing and outreach, compliance, and project management oversight as necessary.
- Participate in MWBE, SDVOB and other related expos and events. This may include but is not limited to: presentations, panel discussions and the facilitation of workshops and other forums.
- Employ a variety of tools to ensure adherence to diversity and best practices.
- Review Request for Proposals (RFP's), Request for Qualifications (RFQ's) and other procurement and contract materials to ensure that where appropriate MWBE and SDVOB provisions and other relevant requirements are included and reflected accurately.
- Participate in trainings, workgroups, strategic planning sessions and other group projects as necessary.
- Projects, tasks and other duties as assigned by the Director of Contractor and Supplier Diversity.

**EDUCATION & REQUIREMENTS:**

Education Level required: An Associate's Degree or 2-3 years of college education. Bachelor's Degree preferred.

Relevant experience required: 2-3 years of experience in some combination of MWBE and/or SDVOB, non-profit organization, contracts, grants, data, business administration, information technology, government or construction related field.

Knowledge required: Proficiency in Microsoft Office and experience using contract and data management systems. Excellent interpersonal, oral and written communications skills.

**APPROXIMATE HIRING SALARY:** Up To \$53,000

**INQUIRE**

Maria Gately, HR Manager - Human Resources Dept., ESD Corporation

**DEADLINE:** At least two weeks or until the position is filled.

**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)

**AN EQUAL OPPORTUNITY EMPLOYER**