
Job Title	Program and Business Development Manager
PVN ID	LA-2301-005327
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	NYDesigns
Status	Full Time
Annual Salary	\$76,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Mar 05, 2023 (Or Until Filled)

General Description

Founded in 2006, NYDesigns located at LaGuardia Community College is dedicated to the success of design and hardware tech startups in NYC. Companies in our incubator get three years of private studio space and access to a network of mentors and advisers. Makers can prototype their design ideas in our safe, secure, 5,000-sq-ft fabrication lab. We produce events and programs for a thriving community of creators and innovators.

Overview

NYDesigns seeks a dedicated and dynamic Programs and Business Development Manager to help develop and manage programs and partnerships serving entrepreneurs and makers of diverse background, coordinate space use and events, and help plan and execute marketing initiatives. A key member of NYDesigns' team, the Program and Business Development Manager will participate in the development of strategic goals and initiatives. The Program and Business Development Manager reports to the Interim Assistant Dean of Business Services and Workforce Development.

Program Management

- Coordinate activities around our core long-term incubation program and our accelerator programs including Strategists in Residence, and advisors and mentors work.
- Collect residents and clients programming performance and feedback data.
- Draft activity reports for grant funders, the college management, and marketing purposes.
- Coordinate programming on-boarding and off-boarding of clients and during the duration of residency / service.
- Participate in the creation of programming and events to serve the wider NYDesigns community.
- Facilitate events and programming activities as needed.

Space and Event Management

- Manage and coordinate space usage for NYDesigns residents and partners, as well as some of

LaGuardia's programs and departments.

- Manage and coordinate logistics for on-site and off-site events to ensure smooth functioning of activities, including schedules, identification of vendors, and ordering of supplies and services
- Coordinate and disseminate all internal and external event materials (e.g., invitations, space signage, sign-in materials) with guidance from the team.
- Coordinate registration process and act as contact person for attendees.

Marketing

- Create newsletter and community directed communications.
- Source content for newsletter and social media.
- Manage website content and oversee social media posts and interaction.
- Optimize marketing email addresses collection and use.
- Support marketing initiatives and activity as needed.

Business Development

- Assist in the recruitment of small businesses to NYDesigns
- Serve as the primary point-of-contact looking to contact and liaise with entrepreneurs looking to connect with Incubator
- Support, mentor, and advise residents in the incubator
- Pinpoint growth drivers that will help small businesses, entrepreneurs
- Build and manage a pool of advisors and resources available to NYDesigns residents.

Other Duties

Qualifications

- Bachelor's degree, preferably with coursework in business administration, program management, marketing, and/or entrepreneurship
- 3+ years in a fast-paced program management and partnership development focused position
- Strong interest and or experience in technology, startups, entrepreneurship, programs
- Excellent written, verbal, and interpersonal communication skills to develop and maintain client relationships as well as promotional content
- Excellent organizational skills with the ability to manage multiple projects at once and handle complex situations
- Self-starter with proven attention to detail, problem-solver, and effective communicator
- Knowledge of social media practices and management tools
- Proficiency in MS Office and Gsuite
- A dense network in the NYC entrepreneurship ecosystem is a plus