Job Title	Business Development Manager
PVN ID	VR-1904-003061
Category	Instruction and Social Service
Location	OFFICE OF VC FOR RESEARCH
Department	CISDD
Status	Full Time
Annual Salary	$70,000.00 - $75,000.00
Hour(s) a Week	35
Closing Date	Jul 29, 2019 (Or Until Filled)

General Description

CUNY Tech Prep is looking for a passionate Business Development Manager to oversee program partnerships and build connections with companies in order to support our 150+ CUNY students. The Business Development Manager will successfully build partnerships with tech companies in order to guide CTP participants—all of whom are students in Computer Science and related fields-- into jobs and paid internships in New York City's tech sector.

The Business Development Manager will work closely with a team of 6 to bring internship and full time opportunities, technical resources, to our staff and students. Examples include: Building partnerships with tech companies to pipeline CUNY Tech Prep candidates into internships and/or full time jobs; communicating with technical recruiters to understand best practices for students applying to computer engineering roles and completing coding and whiteboarding challenges; gathering employer feedback from company partners on students' performance in their roles; and meeting with current and potential employers to identify and plan ways to partner (e.g., company led workshops, partner company staff speaking on CTP panels or conducting mock technical interviews, learning more about a companies internship programs, etc.), all ensuring our participants have the necessary collateral they need to successfully land jobs or paid internships by the completion of the program.

The Business Development manager also works with our New York Tech Talent Pipeline partners on program and NYC priorities, including candidate referrals to employer partners, attending TTP events, and contributing to monthly CTP reporting. The Business Development Manager is responsible for tracking their engagement with partners throughout the year, collecting feedback from companies that hire students, and reporting on CTP's Business Development best practices and progress to the Tech Talent Pipeline. The Business Development Manager reports to the Program Manager of CTP, but generally operates with a wide degree of autonomy.

Other Duties

What you'll do:

- Build partnerships with NYC Tech companies to pipeline 120+ undergraduate Junior and Senior-level students into full-time jobs or paid internships
  - Primarily build partnerships with companies through 1-hour individual, in-person meetings at our Midtown Manhattan office, as well as through remote electronic service and networking events
- Engage current CTP partners and 2 new business partners a semester
  - Ex: Engage volunteers from industry partners to volunteer with CUNY Tech Prep through several means of service (mentorship, mock technical interviews, etc.)
- Act as a liaison between students and company partners and, with the support of the CTP team, identify best fit students for potential internships and full time job opportunities
- Conduct and market our annual Spring Social event, panels, partner events, and workshops for CTP students (~2-3 events/semester)
- Create our quarterly newsletter and update fact sheet when needed to market our program to CUNY schools and company partners
- Track employment data for CTP alumni for at least three months following program completion and/or CUNY graduation and as otherwise required by NYTTP
- Track and contribute data including but not limited to:
  - Feedback from company partners who hire CUNY Tech Prep students
  - Relationship with partners, including time spent directly with partners, ways we have partnered (events, internship opportunities, workshops), etc.
  - Break down of the number of company CTP partnerships, student placement within these partners, as well as scheduled interviews and student offers
  - Written content for weekly, monthly, and biannual reports to NYTTP and CISDD on program activities, task progress, successes, concerns, recommendations, and discussion points

- Engage with CUNY colleges (i.e. Career Centers, Computer Science and related academic departments, and other relevant offices) in collaboration and support of CUNY Tech Prep's mission and work
  - Coordinate CUNY fall workshop series with CUNY Engagement Manager & Alumni Engagement Manager in preparation for spring recruitment season
  - Work closely with the career coaches to best identify professional development resources, internships, and jobs to share among CUNY campuses

Additional Responsibilities

- Stay up-to-date on emerging trends across the CUNY senior college system and the NYC tech sector
- Identify and attend industry events in the greater NYC area or at industry partner offices – typically on weekday evenings (at least 2/month)
- Other programmatic support duties, as assigned

Qualifications

The ideal candidate will have/be:

- Bachelor's Degree with 2-3 years of experience building partnerships with nonprofits and/or tech companies

- Prior experience supporting students from diverse backgrounds who might traditionally have barriers to entering the tech sector, such as first-generation college or college-bound students
- Proactive! You are not afraid to reach out to recruiters or employers on AngelList and LinkedIn to build potential partnerships
- Strong written and verbal communication skills, and the ability to tailor communications to a variety of audiences, such as employers or recruiters; a love of public speaking and attending networking events is ideal!
- Desire to connect the next generation of NYC's top computer engineers/developers to their first internship or job
- Willingness to learn about the programming languages and technologies desired by employers and cited by students in their resumes and other application materials
- Proven integrity when handling sensitive and personal student circumstances and information
- Demonstrated organizational skills for tracking and analyzing quantitative and qualitative data, and a commitment to generating the highest quality of data for organization's reporting needs
- A can-do mentality that includes willingness to take on additional responsibilities, continually improve the program, and excitement about working on a small, close knit team in a startup-like environment
- Ability to maintain a flexible schedule for programming and events, as classes and networking events usually occur in the evening after 6pm

Preferred

- Experience working in the NYC tech sector and knowledge of current employer demands for entry-level software engineers and developers
- Existing professional and/or personal network with strong contacts within the greater NYC tech industry