

Posted
08/31/2022

Duration
Full time

Location
Brooklyn, NY / Remote
Hybrid

Salary Range
\$95,000–110,000

Pratt Center is looking for a solutions-oriented and driven individual who believes in uplifting communities through economic development to serve as our Made in NYC Program Director.

Founded in 1963, the Pratt Center for Community Development works for a more just, equitable, and sustainable city for all New Yorkers. As part of Pratt Institute, Pratt Center leverages professional skills—including participatory planning, community organizing and education, research and policy advocacy—to advance innovative solutions to social, economic and environmental inequalities in partnership with small businesses, community-based organizations, and policymakers.

Made in NYC is Pratt Center’s signature local branding initiative that supports New York City’s vibrant manufacturing and maker community. Made in NYC helps manufacturers and makers to grow through marketing and promotional platforms, skills-building programs, and access to a supportive community of peers. Made in NYC is a membership based initiative with 1,500+ member businesses in all five boroughs making everything from hot sauce to handbags to neon signs.

The Program Director will provide management-level guidance in shaping overall program strategy and catalyzing new initiatives that enhance the goals of Made in NYC, and have at least 5 years of related experience, with at least 2 years in program management. We are excited to meet candidates who are looking to join an energetic and values-driven team, and who exhibit true dedication to diversity, equity, and inclusion in their own work and workplace culture.

Responsibilities

Operations and Personnel Management

- × Oversee Made in NYC’s daily operations, including supervision and management of staff and graduate fellows.
- × Manage a range of off-site events and partner meetings.
- × Work in collaboration with the Center’s fiscal, operations, development and communications staff to support and advance the work of the program.

Budget, Grant, and Data Management

- × Lead fundraising and grant management activities, including identifying new funding opportunities.
- × Draft/organize proposals and progress reports.
- × Develop and maintain mechanisms to ensure that contractual goals and deadlines are met.

Stakeholder Coordination & Community Engagement

- × Develop and maintain strong relationships with community leaders, community-based organizations, elected officials, local businesses and community stakeholders.
- × Coordinate Made in NYC events and related initiatives (e.g., annual Made in NYC Week) and lead the launch of the new Made in NYC brand identity and website.

Qualifications

Education: Bachelor’s degree or higher in marketing, communications, public policy, metropolitan studies, urban planning or another related field.

Experience: 5+ years experience working at a firm/organization related to community engagement and/or business development in a leadership role. Entrepreneurial experience is a plus.

Knowledge and Skills:

- × Demonstrated proficiency with systems thinking translated into decisive action and execution – the ability to assess a process, improve it, and implement it.
- × Expertise in economic development, with a focus on supply chain innovation and inclusion, as well as understanding of manufacturing policy and small business development.
- × Excellent written and verbal communication skills and awareness of how to adapt communications towards a variety of situations.
- × Demonstrated ability to plan and prioritize tasks in a self-directed work environment and maintain high levels of productivity without direct supervision.
- × Facility with using cloud-based platforms (Asana, Airtable, Salesforce, etc) to create systems to track and monitor a variety of inputs such as those related to contracts and awards, project management, staff performance etc.
- × Committed to equitable systems that are racially just and more connected communities.
- × Experience establishing and maintaining effective and collaborative working relationships, particularly with stakeholders or entities who come from different perspectives or approaches (e.g. corporate buyers, funders, organizers, business owners).

Compensation & Benefits

Salary for this position will range from \$95–110K, based on qualifications and experience. Full time employees of Pratt Institute receive a generous health and retirement benefits package and the option to enroll in Pratt Institute courses tuition-free.

To Apply

Please submit your cover letter and resume using [Pratt Institute's hiring portal](#). If you are selected for an interview, please be prepared to provide at least 5 References via our on-line reference tool system. At least 2 of your References must be, or have been, your direct managers.

ABOUT PRATT INSTITUTE

Pratt Institute gives the creative leaders of tomorrow the knowledge and experience to make a better world. A top-ranked college with opportunities in art, design, architecture, liberal arts and sciences, and information studies, Pratt offers nearly 50 undergraduate and graduate degree programs. The Institute's impact expands beyond its 25-acre residential campus in Brooklyn to cutting-edge facilities throughout the borough, an additional historic building and public gallery in Manhattan, as well as an extension campus, PrattMWP College of Art and Design in Utica, New York. Since its founding in 1887, Pratt has prioritized diversity and inclusion, welcoming students from all walks of life while developing and sustaining pathways to more equitable workplaces and careers. Today, Pratt and its exceptional faculty pride themselves on being academically excellent and adaptable to in-person and online learning. Pratt students are part of a collaborative, interdisciplinary, research- and inquiry-based education that prepares them to find personal and professional success in creative fields and to contribute to a more just and sustainable world.