

## Job Description

**Job Title** Director, Business & Diversity Initiatives

**Job ID** 98444

**Location** Manhattan - Downtown

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### Job Information

JOB TITLE:	Director, Business & Diversity Initiatives
SALARY RANGE:	<u>Min.</u> : \$86,921
HAY POINTS:	677
DEPT/DIV:	Department of Diversity and Civil Rights
SUPERVISOR:	Deputy Chief Diversity Officer, OPR, RPT, MWDBE Outreach
LOCATION:	2 Broadway New York, NY 10004
HOURS OF WORK:	9:00 am - 5:30 pm (7 1/2 hours/day)
DEADLINE:	March 17, 2021

### Summary

The purpose of this position is to recruit MWDBEs and SDVOBs and integrate these firms in MTA and its agencies' procurement process. This position exists so that the incumbent can plan, direct and coordinate programs, strategies and special events for the agency-wide procurement opportunities. The expected end results are achievement of MTA's MWDBE and SDVOB goals and objectives and maximum participation by MWDBEs and SDVOBs in the areas of capital and operation procurements.

### Responsibilities

- Recruitment of both certified and non-certified Minority, Women-owned and Disadvantaged Business Enterprises ("MWDBEs") and Service-Disabled Veteran-owned Businesses ("SDVOB") for certification and procurement consideration. Once firms are identified through outreach and recruitment, the incumbent integrates the firms and follows up with agency Chief Procurement Officers in maximizing contract opportunities through discretionary procurement, the Small Business Mentoring Program, construction, architectural and engineering and vendor/supplier opportunities.
- Plan, direct and work in conjunction with the Deputy Chief Diversity Officer, Small Business Development Program and staff, to refer additional MWDBEs for prequalification consideration.
- Assist in developing regulatory reports for the Diversity Committee of the MTA Board and MTA's overall. MWDBE Goal Plans results as mandated for submission to the Federal Transit Administration and the New York Empire State Development Corporation.
- Develop, direct and coordinate the functions of marketing and outreach as a way of increasing awards to MWDBEs.
- Develop and implement marketing plans focused on specific business industries within the MTA's 14-county service area. Additionally, the incumbent informs the MWDBE business community regarding the MTA and its procurement activities and the MWBE and DBE certification processes.
- Recommend, develop and implement a uniform cost-effective outreach program to identify and attract MWDBEs/ for certification consideration as a strategy of increasing contract awards to such certified MWDBE/SDVOBs.Plans, directs, coordinates and manages all agency MWDBE/SDVOB procurement outreach events.
- Plan, direct, coordinate and manage community related diversity events. Direct and organize various diversity programs with external strategic partners for inclusion and participation on all MTA agency-wide diversity programs and events.

- Plan, assign, monitor, train and evaluate the Manager, Business and Diversity Initiatives.
- Perform related tasks as directed by the MTA's Chief Diversity & Inclusion Officer and the Deputy Chief Diversity Officer, OPR, RPT, MWDBE Outreach.
- Plan and organize on an annual basis projected events in an effort to maximize MWBE participation in the following procurement categories: Construction/Construction Related Services, Architectural/Engineering, Information Technology, Vendor/Supplier Services and Professional Services.
- Develop and maintain a database of firms in an effort to maximize opportunities for the MWDBEs and SDVOBs in the various programs managed by the Department of Diversity and Civil Rights.
- Direct, coordinate and participate at outreach events and in-house networking forums. Develops and maintains relationships with the NYS business community where MWDBEs can be recruited.
- Maintain relationships with DBEs, majority-owned firms, community-based organizations, and DBE advocacy groups in order to seek comments about establishing MTA's overall DBE goal and goal rationale, as required by the FTA. Holds periodic public briefing sessions to discuss the proposed DBE goal and goal rationale.
- Formulate reports required to assist in analyzing issues and trends for executive management and the Diversity committee of the MTA Board, on diversity issues.
- Direct and organize various diversity programs in conjunction with the MTA's external diversity partners and the New York City business community.
- Develop and implement marketing plans to educate and inform various procurement industries regarding the MTA procurement activities and the MWDBE certification process.
- Ensure the development of external sources with a goal of building strategic community relationships.
- Build and maintain a database of firms in an effort to increase participation in the various programs managed by the Department of Diversity and Civil Rights.
- The end result is to achieve MTA's MWDBE/SDVOB goals and objectives and maximization of opportunities as set forth by federal and state mandates..
- Select, develop and motivate personnel within the unit. Provide career development for subordinates. Provide prompt and effective coaching and counseling. Responsible for discipline/termination of employees when necessary. Review performance of staff.
- Create a professional environment that respects individual differences and enables all employees to develop and contribute to their full potential.
- Other duties as assigned.

### Qualifications

- Knowledge of Federal and State Laws governing MWDBE programs and requirements
- Must be proficient with Word, Excel, PowerPoint and Outlook.
- Ability to create, analyze and interpret statistical reports and data.
- Ability to create marketing plans.
- Excellent oral, written communication and presentationskills.
- Ability to work on multiple tasks simultaneously.
- Ability to work effectively under minimum supervision.
- Ability to motivate and develop highly effective staff and line personnel. Highly organized with attention to detail.
- Excellent leadership, and decision-making capabilities.
- Knowledge of social media platforms and digital assets.

### Education and Experience

#### REQUIRED:

- A Bachelor's Degree in a related field. An equivalent combination of education and experience may be considered in lieu of a degree.

- A minimum of 8-10 years management experience in MWDBE and Diversity and Inclusion Programs with an emphasis in contract compliance, MWDBE certification, procurement, training and outreach.

**Other Information**

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

- Travel may be required to other MTA locations or other external sites

**How To Apply**

Qualified employees can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS HOME page or the JOB DESCRIPTION page.

For instructions on completing the online application, go to the MTA intranet site and click on the PeopleSoft Information hyperlink. From there select the User Guides hyperlink to gain access to the "Viewing/Applying for Jobs On Line" guide under the Recruiting section of the page.

**Equal Employment Opportunity**

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