

Title: Center Director	Date: 2016
Business Unit: NYC Business Solutions	Location: Jamaica, Queens, NYC
Salary: <i>Negotiable</i>	Website: http://nextstreet.com/careers
Benefits: Competitive PTO, medical/dental insurance, 401(k)	Contact: careers@nextstreet.com

Next Street: Where teamwork and entrepreneurship meet

Next Street is a for-profit firm founded to enable growth of high-performing, high-potential small and mid-size enterprises in a challenging and stimulating environment. Our clients are successful businesses and nonprofits with annual revenues up to \$100 million, as well as the anchor institutions, social investors, foundations, and government agencies that foster economic development in our cities and underserved communities. Through our work, we have a direct impact on wealth-creation and employment in America's cities.

With offices in Boston, New York City and Chicago, Next Street provides a unique mix of integrated advisory services in strategy, finance, operations, and organizational effectiveness. We connect the dots at every level, and across multiple industries and geographies, to create a network that advances business growth and economic development. We are a for-profit B Corporation, and were named a "2014 Best of the Best for Community Impact" by B Lab.

We look for professionals who combine significant experience in their fields with a passion for building successful, high-impact organizations in underserved markets: people who love cities, love business, and thrive on challenge. Next Street offers our team members an unparalleled opportunity to work at the intersection of "doing well and doing good," having the potential to meaningfully impact organizations and their communities on a daily basis. We are committed to providing our professionals with development across areas of expertise, and advancement based on individual goals and performance.

NYC Business Solutions Centers

For the last four years, Next Street has operated the NYC Business Solutions, Lower Manhattan Center, a brick-and-mortar facility, which is funded by the NYC Department of Small Business Services (SBS). Each Center works with entrepreneurs and small business owners at various stages of company development, from newly launched to established businesses. In January 2016, we added a second Center in Queens to our portfolio. Through the Centers, Next Street offers an array of business planning, financial, workforce training, recruitment, M/WBE certification, and other services to NYC entrepreneurs and small businesses. Each year the Centers see an average of 3,200 businesses providing them with over 4,500 services. Under Next Street's leadership, we have facilitated 840 loans for businesses, helping them access 382 approvals at over \$26 million in financing through our lending partners, and helped more than 1,000 businesses source over 3,000 employees, dramatically impacting job growth in their communities. The Centers have also helped over 100 minority and woman-owned businesses apply for M/WBE Certification with the City of New York.

The NYC Business Solutions team is an extension of our Client Solutions unit and plays a pivotal role in helping to establish our presence and influence in New York City's Small Business ecosystem. Whether working with small businesses and non-profits or large institutions and government and economic development organizations, we deliver solutions to clients that advance organizations' strategy, growth, capacity, and impact. As part of our team, you will work closely with our Firm's leadership, general delivery, and Corporate teams to ensure that the services delivered by the Center have a lasting impact and establish a long term relationship with our Firm.

Position Summary:

Next Street is seeking a dynamic and entrepreneurial leader to serve as the Director of Next Street's NYC Business Solutions, Queens Center. This is an exciting opportunity for a strategic leader to manage all day-to-day strategy, operations, and partnership development for the Center, as well as provide ongoing leadership, vision, and support for all Center staff as they strive to develop and grow the impact of the services they deliver.

The Director of the NYC Business Solutions, Queens Center will be responsible for leading the Center towards its goal of providing high-quality services to assist small businesses in Manhattan to start, operate, and expand. Specifically, the Director will develop and execute the Center's service delivery strategy, drive business development, oversee ongoing operations, develop the team, as well as cultivate and manage key Center partnerships. The Director will have a strategic mindset to help create sustainable solutions for small businesses. Reporting into Next Street's management committee, the Director will play a key role in integrating the breadth and depth of Next Street's business model into the NYC Business Solutions, Queens Center.

Your work:

- > Oversee all day-to-day operations of the NYC Business Solutions, Queen Center to ensure team is regularly exceeding goals set by NYC Department of Small Business Services and Firm leadership
- > Conduct regular monitoring and measurement of Center's performance and spending providing regular reports/updates to SBS, Firm Leadership, and our Corporate and Business Development teams
- > Lead on-the-ground business development and marketing efforts for the Center and NY office contributing to content and proposals and facilitating meaningful small business connections
- > Collaborate across Next Street offices and communities of practice to ensure our client's strategic, financial, and organizational needs are met and small development learnings are shared
- > Use a relationship driven approach to maintaining long-term relationships with high potential, scaling small business clients
- > Actively supporting and driving business development efforts to attract new clients and expand existing relationships
- > Manage a talented team of Account Managers; responsible for hiring, onboarding, performance management, individual guidance, and professional development
- > Engage community-based organizations, community boards, Business Improvement Districts, and other relevant stakeholders in the interest of improving the access that small businesses have to support services
- > Attend morning, evening, and weekend events, as necessary, in the interest of strengthening partnerships and business development efforts

We are looking for someone with:

- > Bachelor's degree or equivalent experience required; advanced degree preferred
- > 3-5+ years work experience working with entrepreneurs and small business owners and deep understanding of and connections to the NYC small business economic development arena
- > 2+ years managing teams, with demonstrated thought and client leadership
- > A desire to build a clear strategy and vision for a team and an appetite to take entrepreneurial initiative
- > A demonstrated capacity for collaboration and teamwork at all levels of tenure
- > A commitment to develop one's personal leadership, in addition to cultivating one's abilities to lead others, the work, and the organization
- > A proven ability to effectively manage multiple priorities in a fast-paced environment
- > Ability to identify business development opportunities within client interactions, with a track record of cultivating new opportunities

- > Superb writing and presentation skills and a high level of maturity and presence with clients
- > A strong desire to continuously learn through work across industries, client segments, and communities of practice
- > A willingness to challenge and be challenged, regardless of seniority

Next Street is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or Vietnam era, or other eligible veteran status, or any other protected factor.