

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
JOB VACANCY NOTICE**

Office Title: Policy Director	Salary: \$110,000 to \$120, 000 annually Commensurate with experience
Division/Work Unit: Policy Unit	Work Location: David N. Dinkins Municipal Building 1 Centre Street, 19th Floor, New York, NY 10007
Work Hours: 35 Hours per week. Evening and weekend work may be required.	

JOB DESCRIPTION

The Office of the Manhattan Borough President is seeking a **Policy Director** (Director) to promote policy solutions that will support the needs of New Yorkers and advance the goals and values of the Manhattan Borough President's Office (MBPO).

The Director will be responsible for supporting the creation of policy, foster collaboration between departments and members of the MBPO staff, manage relationships with key stakeholders and constituencies, and help the Policy Director supervise policy analyst staff.

The ideal candidate will be a proven manager of staff, with knowledge of New York City policy and government, and commitment to the issues that affect Manhattan residents, including tenants' rights, public health, equity in our schools, transit, parks, and housing, resiliency, transportation, among others.

The Policy Director will report to the Chief of Staff for Policy, Budget and External Affairs.

Responsibilities will include, but are not limited to:

- Lead policy creation to support the MBPO's agenda through legislation, white papers, reports, and proposals
- Manage and mentor a team of policy staff, providing clear guidance and professional development opportunities
- Facilitate cross-departmental collaboration on complex policy issues
- Conduct research, data analysis, and stakeholder engagement to inform policy development
- Build and maintain relationships with a broad range of external stakeholders
- Ensure effective communication within the MBPO and with external parties
- Foster a culture of accountability among MBPO staff
- Work closely with MBPO leadership to advance the office's objectives
- Represent the Manhattan Borough President's office at meetings and events

MINIMUM QUALIFICATIONS

- A baccalaureate degree from an accredited college in political science, public affairs, public policy or a closely related field and at least 8 years of experience in community work or community centered activities in an area related to the duties described above, with at least 3 years in a supervisory capacity

PREFERRED QUALIFICATIONS

- 6+ years of experience in city/state government, political advocacy, labor unions, non-profits, or policy organizations
- Proven track record of developing innovative policy solutions for New Yorkers
- Strong project management and collaborative teamwork skills
- Demonstrated ability to manage, motivate, and train staff
- Excellent prioritization and deadline management skills
- Aptitude for building relationships with diverse stakeholders and community groups
- Superior written and verbal communication skills
- Flexibility to work some weekends and evenings as needed
- Ability to work effectively with diverse communities
- Willingness to embrace new technologies and systems
- Spanish or Chinese language proficiency is a plus
- Deep knowledge of New York City and Manhattan politics is advantageous
- Demonstrated commitment to the Manhattan Borough President's mission and values

TO APPLY

Interested candidates must do the following steps:

1. Email a cover letter and resume in a word or PDF document to: resume@manhattanbp.nyc.gov with “**POLICY DIRECTOR**” in the subject line, **AND** apply for position on the **CITYJOBS** Website.
2. City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>, Click on Recruiting Activities/Careers and search for **JOB ID# 688222**

Non-City Applicants may apply by going to <https://cityjobs.nyc.gov> and search for **JOB ID# 688222**

ADDITIONAL INFORMATION

Submission of an application package is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

New York City residency is required within 90 days of appointment.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

The City of New York and the Manhattan Borough President’s Office is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.