

**MANHATTAN BOROUGH PRESIDENT’S OFFICE  
CITYWIDE JOB VACANCY NOTICE**

<b>Office Title: Deputy Director of Policy</b>	<b>Salary: \$75,000 - \$90,000 Annually</b>
<b>Division/Work Unit: Policy</b>	<b>Work Location: David N. Dinkins Municipal Building 1 Centre Street, 19<sup>th</sup> Floor, New York, NY 10007</b>
<b>Work Hours: 35 Hours per week. Evening and weekend work may be required.</b>	

**As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.**

**JOB DESCRIPTION**

Manhattan Borough President Mark Levine is seeking a **Deputy Policy 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 Deputy 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 and operations, with a knowledge of New York City government and Manhattan in particular, and a commitment to the issues that affect our residents, including tenants’ rights, public health, equity in our schools, transit, parks, and housing, among others.

The Deputy Policy Director will report to the Policy Director.

**Responsibilities:**

- Develop legislation proposals, white papers, reports, policy proposals and letters in coordination and collaboration with the Policy Director, Policy Analysts and other MBPO staff;
- Support the Policy Director in management of the policy analyst staff;
- Conduct research, and stakeholder engagement;
- Foster collaboration and manage processes that facilitate communication between departments and members of the MBPO staff;
- Communicate efficiently and effectively with all MBPO staff;
- Build and maintain relationships with a broad range of external stakeholders;
- Help to create a culture of accountability amongst MBPO staff and policy analysts;
- Work closely with the Policy Director and MBPO staff to advance the work of the office;
- Attend meetings and events on behalf of the Manhattan Borough President’s office.

### PREFERRED QUALIFICATIONS

- Four or more years of experience in one or more of the following types of organizations: city or state government, political and/or issue advocacy campaigns, labor unions, non-profit, policy or community organizations;
- Track-record identifying policy ideas and strategies to solve problems facing New Yorkers pro-actively and creatively;
- Experience working collaboratively with a team;
- Proven ability to manage, motivate and train staff;
- The ability to work well under pressure and deadlines as well as prioritize tasks;
- Deep relationships and knowledge of New York City and Manhattan politics is a plus;
- Demonstrated ability to build relationships with key stakeholders, community groups and individuals;
- Strong written and verbal communication skills;
- Ability to work some weekends and evenings as needed;
- Ability to work well with communities with diverse interests and needs;
- Willingness to learn and embrace a broad range of technologies and systems;
- Literacy in Spanish or Chinese is a plus;
- Background in public health is a plus;
- A demonstrated commitment to the mission, vision and values expressed by the MBP-elect.

### TO APPLY

#### Interested candidates must do the following steps:

Email a cover letter and resume in a word or PDF document and the contact information for three professional references to [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with “DEPUTY POLICY DIRECTOR” in the subject line. **Your cover letter should be concise and describe, with specificity, why you are an excellent candidate for the position.**

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

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.

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