Position Title: Strategic Relationships Manager
Job ID Number: 24923

About the Office:
The Mayor’s Office for International Affairs serves as the liaison between the City and New York City’s international community, which includes 193 Permanent Missions, 116 Consulates, and the headquarters of the United Nations. The Office functions as a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City’s agencies and local neighborhoods.

About the Role:
The Strategic Relationships Manager (SRM) will support the Deputy Commissioner for Operations and Strategic Partnerships and the Commissioner in carrying out a strategic effort to highlight the work of city agencies and their best practices, including through joint programming and partnerships with city agencies, Consulates, Permanent Missions and the United Nations. The SRM will be responsible for developing and implementing a plan for the Office’s collaboration with New York City agencies and outreach to New Yorkers through various platforms. The SRM will also play a critical role in delivering on the Office’s core operational and protocol obligations, including facilitating the visits of delegations from governments (municipal, state, federal) around the world, while continuing to foster the strong relationship between the broad diplomatic community and the City.

Working closely with the Deputy Commissioner and colleagues, the SRM will:

• Develop and implement an annual strategic plan for collaboration between NYC agencies, the international community, and NYC communities (i.e. through community boards, community groups, etc.);
• Cultivate opportunities to share the work of the NYC Mayor’s Office for International Affairs as part of the broader work to promote equity and inclusion across the five boroughs;
• Facilitate training and information sharing related to NYC services in collaboration with NYC agencies and the international community, mainly Consulates;
• Design content to foster a closer relationship between the Mayor’s Office for International Affairs and relevant communities in NYC to bolster opportunities for service delivery in collaboration with City agencies
• Develop a network of contacts at agencies throughout City government, City institutions, Permanent Missions, Consulates and the United Nations in order to generate ideas for substance, commitments, and action and drive partnerships with the international community
• Develop a network of contacts with key community groups and stakeholders across the five boroughs
• Provide support, including administrative support, related to visiting delegations of government officials from around the world.
• Manage day-to-day administration and record-keeping related to partnerships, including data entry, management of a strategic relationship database and maintaining relevant contacts.
• Work on other special projects as assigned
**Qualifications:**

- Experience in program development, implementation, and evaluation, particularly with international projects and partners
- Robust relationship management experience involving diverse groups and individuals in NYC
- Strong knowledge of key stakeholders and constituencies in New York City government and New York’s international community
- Strong facilitation and communications (written and oral) skills
- Interest in community development and empowerment, community organizing, promoting equity and resilience, and sustainable development desired
- Must have the ability to
  - (a) work independently,
  - (b) actively seek collaborations,
  - (c) support colleagues in their work and
  - (d) work in a multicultural, multilingual environment
- Must have excellent planning, project management, and organizational skills
- Must be results and solution oriented
- Must have a demonstrated ability to acquire and understand new information/data rapidly
- Event planning experience preferred
- Master’s degree in relevant field preferred
- Minimum of five years of relevant work experience

**Salary Range:**

Commensurate with experience

Salary Range: $66,000-69,000

**To Apply:**

If interested, please submit a cover letter and resume to Candidate Application.

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*New York City Residency is Required Within 90 Days Of Appointment*

*The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers*