



Mayor's Office for International Affairs
Strategic Relationships Manager
JOB ID# 16705

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, 114 Consulates, and the headquarters of the United Nations. The Office is building 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 an ambitious effort to lift up the work of city agencies and highlight New York City's best practices, including through joint programming and partnerships with city agencies, Consulates, Permanent Missions and the United Nations. The SRM will have special responsibility for the continuation of the Office's programming in the Global Vision | Urban Action portfolio, which highlights the connections between global and local sustainability planning. 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 working to foster a closer relationship between the broader diplomatic community and the City.

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

- Identify, develop and execute partnerships between NYC agencies and the international community designed to highlight NYC's innovative work on a set of priority issues, with particular focus on sustainability in all of its facets.
- Drive content and overall structure for programming designed to foster a closer relationship between the diplomatic community and NYC, and arrange opportunities for members of the diplomatic community and City agencies to share knowledge and take action.
- 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.
- 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.
- Other special projects as assigned

Qualifications:

- Experience developing and managing relationships involving diverse groups and individuals
- Strong knowledge of key players and constituencies in New York City government and New York's international community
- Strong relationship management and oral and written communication skills
- Strong facilitation skills
- Excellent communication skills
- Interest in sustainable development desired
- Must have the ability to work independently; actively seek collaboration; support colleagues in their work and work in a multicultural, multilingual environment
- Must have excellent planning and organizational skills and be able to effectively juggle multiple projects
- Must be results-oriented and have a demonstrated ability to acquire understanding and absorb new information rapidly
- Event planning experience preferred
- Master's degree in relevant field preferred
- Minimum of five years of relevant work experience

To Apply: If interested, please submit a cover letter, resume, and a brief writing sample (maximum of 3 pages) to [Candidate Application](#).

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