
Job Title	Director of LMAC Center
PVN ID	LA-2510-007071
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Business Services
Status	Full Time
Annual Salary	\$100,000.00 - \$150,000.00
Hour(s) a Week	35
Closing Date	Dec 17, 2025 (Or Until Filled)

General Description

The LaGuardia MWBE Advancement Center (LMAC) is part of the Adult and Continuing Education Division, Business Services at LaGuardia Community College. The Center was created to strengthen opportunities for Minority-and Women-Owned Business Enterprises (MWBEs) and Service-Disabled Veteran-Owned Businesses (SDVOBs) by delivering cohort-based and specialized training programs.

LMAC equips businesses with the skills required to meet New York's procurement and compliance standards. Training covers financial management, bonding, prevailing wage law, project labor agreements, contract administration, workforce management, and strategies for building relationships with procurement officers, construction managers, and prime contractors.

Under the direction of the Assistant Dean of Business Services, the Director of the LaGuardia MWBE Advancement Center (LMAC) provides overall leadership and management of the Center. The Director provides leadership for MWBE and SDVOB training programs administered under LaGuardia's Business Services, including multi-week cohort programs and specialized initiatives designed to prepare businesses to meet New York's procurement and compliance standards.

The Director is responsible for program planning, delivery, and evaluation, ensuring that training addresses key areas such as financial management, bonding, prevailing wage law, project labor agreements, contract administration, workforce management, and strategies for building relationships with procurement officers, construction managers, and prime contractors. In addition to overseeing the program, the Director leads the Center's funding strategy and initiatives. This includes identifying, writing, and securing grants, building partnerships with public and private stakeholders, and developing fee-based training opportunities to sustain and expand the Center's reach.

The Director represents the Center in its work with external partners and industry stakeholders, advancing LaGuardia's role in expanding opportunities for MWBE and SDVOB businesses and contributing to inclusive economic growth in New York. In addition, the Director works closely with other programs within LaGuardia's Business Services, including the APEX Accelerator, Small Business Development Center, Small Business Transportation Resource Center, Goldman Sachs 10,000 Small Businesses program, and PowerUp2030—to

coordinate efforts and maximize resources for the businesses served.

Key Responsibilities:

Strategic Leadership and Management

- Provide overall strategic direction for LMAC, developing and implementing short- and long-term plans to achieve the Center's mission and objectives
- Manage the Center's budget, resources, and staff effectively
- Ensure programs and services align with LaGuardia Community College's mission and values
- Collaborate with college departments and business service programs to maximize impact and leverage resources
- Develop and oversee quality assurance measures to ensure program effectiveness

Program Development and Implementation

- Oversee the design, delivery, and evaluation of MWBE and SDVOB training programs, including multi-week cohorts and specialized initiatives
- Work with subject matter experts, partners, and stakeholders to create and deliver high-quality training
- Assess and improve program effectiveness based on data-driven insights and participant feedback
- Ensure programs integrate effectively with LaGuardia's broader business support ecosystem

Funding and Sustainability

- Lead the Center's funding strategy to ensure long-term growth and stability
- Identify, write, and secure grants from government, corporate, and philanthropic sources to sustain Center operations
- Develop and implement fee-based training opportunities to diversify revenue streams
- Build and maintain partnerships with funders, agencies, and industry stakeholders to expand financial support
- Develop multi-year funding plans aligned with the Center's strategic goals and LaGuardia's Business Services priorities
- Ensure full compliance with grant requirements, deliverables, and reporting obligations
- Represent the Center to funders and position it as a partner of choice for MWBE and SDVOB training initiatives

Stakeholder Engagement and Partnerships

- Build and maintain strong relationships with key stakeholders, including government agencies, prime contractors, financial institutions, and community organizations
- Develop strategic partnerships to expand the Center's reach and resources
- Serve as the primary liaison between the Center, LaGuardia administration, and external partners
- Represent the Center at industry events, conferences, and community forums

Outreach and Community Engagement

- Lead outreach efforts to recruit and engage MWBE and SDVOB businesses
- Develop and implement marketing and communication strategies to promote training programs and highlight participant success
- Coordinate outreach with other business service programs to maximize reach and efficiency

Team Leadership and Development

- Supervise and mentor the Center's staff, fostering a collaborative and inclusive environment
- Provide staff members with professional development opportunities
- Promote cross-program collaboration and knowledge sharing among business services staff

Monitoring, Evaluation, and Reporting

- Establish KPIs and metrics to measure impact and success
- Oversee data collection and analysis to track outcomes and participant progress
- Prepare and present reports to the Assistant Dean, college administration, advisory board, and stakeholders
- Contribute to collegewide reporting on business support initiatives and their collective impact

Other Duties

Qualifications

- Bachelor's degree in Business Administration, Public Administration or a related field and a minimum of 7-10 years of leadership experience in business development, procurement, contracting, or related sectors required. Master's degree preferred
- Demonstrated knowledge of MWBE and SDVOB requirements in New York State, including bonding, compliance, prevailing wage law, project labor agreements, and contract administration
- Proven success in grant writing and securing external funding
- Strong ability to design and manage training or professional development programs for businesses
- Demonstrated success in building and maintaining partnerships with government agencies, industry, and community organizations
- Strong communication and presentation skills, with the ability to engage both small and large groups
- Proven ability to lead teams, manage budgets, and oversee complex programs
- Proficiency with MS Office tools; ability to learn new tools (e.g., Salesforce, data analytics software)
- Commitment to diversity, equity, and inclusion in economic and workforce development
- Ability to work a flexible schedule, including some evenings and weekends

Appointments are subject to availability of funding and satisfactory performance. This is an in-person position with the option of some remote work.

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York (CUNY). LaGuardia offers more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over

the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020). Please visit www.laguardia.edu to learn more.