



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING # STA-2026-011	OPEN TO: General Public
ISSUE DATE: July 10, 2026	CLOSING DATE: Open until filled
TITLE: Executive Director Range X96/ Title Code 05809	SALARY: \$125,000-\$135,000
DIVISION: Center for Hispanic Policy Research & Development	Location: Trenton, NJ

DEFINITION: Under the direction of a supervisory official, the incumbent oversees the operations and policy development of the Center for Hispanic Policy to ensure the creation and administration of programs aligned with the Department's mission and intended to enhance the well-being of New Jersey's Hispanic communities. The position develops, implements, and maintains strategic plans for Hispanic-focused programs, policies, and grant opportunities; assesses community needs; and ensures that initiatives are aligned with departmental priorities and achieve intended outcomes. The incumbent maintains community and constituent relations, ensuring inquiries are addressed in a timely and professional manner, and oversees the dissemination of accurate and relevant information regarding programs, grants, and projects. Additional responsibilities include developing and implementing new policies and improving existing support programs through the application of technical expertise to ensure program relevance, effectiveness, and responsiveness to community needs; and performs other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

Graduation from an accredited college or university with a Master's degree in Public Administration, Public Policy, Business Administration, Nonprofit Management, Social Sciences, or a closely related field.

Seven (7) years of professional experience in grants administration, nonprofit leadership, government leadership, program management, demonstrating responsibility for the development, implementation, and oversight of complex initiatives.

Three (3) years of supervisory experience directing professional staff, establishing priorities, managing workloads, delegating responsibilities, and fostering a collaborative, high performing team culture.

PREFERRED KNOWLEDGE AND SKILLS:

Demonstrates experience managing competitive grant programs from the funder's perspective, including developing and drafting request for proposals, managing and coordinating a peer review processes, operating grants through an electronic portal, contracting, budgeting, compliance, performance monitoring, and program evaluation.

Demonstrates experience developing strategic plans that align programs and initiatives with organizational priorities while translating long-term vision into measurable objectives and outcomes.

Demonstrates ability to develop meaningful performance measures, metrics, and outcome evaluations that clearly communicate program effectiveness, organizational impact, and return on public investment.

Demonstrates experience leading, expanding, and evaluating leadership development initiatives, including internship programs such as the Governor's Hispanic Fellows Program, using measurable outcomes to assess effectiveness and inform continuous improvement.

Demonstrates experience preparing executive level written communications, briefing materials, reports, presentations, and professional correspondence with the ability to communicate complex information clearly and concisely.

Demonstrates ability to build collaborative relationships across divisions, governmental agencies, community organizations, educational institutions, and external stakeholders to advance shared priorities.

Demonstrates strategic thinking skills with the ability to evaluate emerging issues, anticipate challenges, identify opportunities, and recommend solutions consistent with departmental goals and public policy objectives.

Demonstrates experience developing, managing, and overseeing multimillion-dollar public sector or nonprofit budgets while ensuring fiscal accountability, sound stewardship of public resources, and compliance with applicable policies and regulations.

Demonstrates experience assigning work, managing division operations, balancing workloads, and appropriately delegating responsibilities to achieve organizational objectives efficiently.

Excellent interpersonal, leadership, negotiation, and consensus building skills with the ability to motivate teams, cultivate partnerships, and maintain productive working relationships.

Ability to communicate effectively in both English and Spanish, including written and verbal Communication with diverse stakeholders.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, résumé, unofficial transcripts and employment application electronically to Employment.Recruiter@sos.nj.gov by 5:00 pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

RÉSUMÉ NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility

The New Jersey Department of State is an Equal Opportunity Employer