



MANAGER OF SUPPLIER DIVERSITY
NEW JERSEY DEPARTMENT OF THE TREASURY
OFFICE OF DIVERSITY AND INCLUSION
(UNCLASSIFIED APPOINTMENT)

The Department of the Treasury's Office of Diversity and Inclusion (ODI) seeks a dynamic professional to function as its Manager of Supplier Diversity whose goal is to ensure that businesses owned by minorities, women and veterans are given a fair opportunity to compete for State procurement contracts. Working directly under the Chief Diversity Officer, the Manager of Supplier Diversity will implement innovative solutions that promote contracting opportunities for Small, Minority, Women and Veteran-Owned Businesses (SMWVOB) and monitor department/agency contracts to ensure compliance with applicable regulations, statutes and policies. Responsibilities include: tracking and monitoring the State's procurement practices, with a focus on the share of contracting dollars paid to SMWVO businesses through the formal bidding process, pursuant to delegated purchasing authority, and under cooperative purchasing agreements; implementing a supplier diversity software dashboard program designed to measure public contracting spend with SMWVOB's and developing procedures and user guides for it that evaluate program needs; monitoring the SMWVO database and ensuring that listings of qualified SMWVOB's are available to the appropriate State and public entities and the public; and conducting and attending meetings, procurement fairs and other outreach activities to explain supplier diversity efforts and initiatives as well as other related duties.

SALARY: Commensurate with education and experience. A comprehensive benefit package is offered as well.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. **Submissions MUST include a copy of the degree and/or transcripts (official/unofficial) documenting the possession of a degree.**

NOTE: Applicants who do not possess the required education may substitute experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligible determination.

EXPERIENCE: Three or more years of direct supplier diversity experience.

The ideal candidate will possess excellent writing and communication skills. including experience writing memorandums for senior management, experience creating content for web and print based publications, proficiently research, review, analyze and compile complex data and lists for internal and external presentations and reports, possess start to finish event management experience and be highly skilled in the Microsoft Office suite.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested, please submit the following documents by 5:00 p.m. on January 18, 2022:

- Cover Letter/Letter of Interest
- Resume
- Proof of degree
- Application for Employment found at <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

NJ Department of the Treasury
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "MANAGER OF SUPPLIER DIVERSITY" in the Subject Line)

New Jersey is an Equal Opportunity Employer