



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF ADMINISTRATION  
OFFICE OF HUMAN RESOURCES  
P. O. Box 210  
TRENTON, NEW JERSEY 08625-0210

ELIZABETH MAHER MUOIO  
*State Treasurer*

### NOTICE OF VACANCY

An opportunity currently exists in the unclassified service with the New Jersey Maternal and Infant Health Innovation Authority, for applicants who meet the requirements below:

**POSTING #:** 2024-087-P

**OPEN TO:** General Public

**ISSUE DATE:** July 29, 2024

**CLOSING DATE:** August 12, 2024

**FUNCTIONAL TITLE:** Chief Operating Officer **CIVIL SERVICE TITLE:** Government Representative 2

**SALARY:** \$175,000 - \$200,000

**LOCATION:** 225 East State Street, Trenton, NJ 08625

**OVERVIEW:** In July 2023, Governor Murphy signed S3864, also known as the “New Jersey Maternal and Infant Health Innovation Center Act”, which created the New Jersey Maternal and Infant Health Innovation Authority (MIHIA), the first of its kind in the nation. MIHIA is tasked with overseeing the New Jersey Maternal and Infant Health Innovation Center (MIHIC) based in Trenton and will be the government entity that continues the vital work of Nurture NJ for years to come. Nurture NJ is the statewide program that was launched by First Lady Tammy Murphy in 2019 to reduce the maternal and infant mortality epidemic in New Jersey and ensure equitable care among women and children of all races and ethnicities.

MIHIA officially launched March 27, 2024. MIHIA will lead the State’s efforts to coordinate, promote, and implement education, policymaking, research, innovation, and perinatal workforce development, among other things, with a particular focus on eliminating racial disparities in maternal and infant health outcomes.

**JOB SUMMARY:** The NJ MIHIA Chief Operating Officer (COO) reports to and partners with the President/CEO and is responsible for managing, maximizing, and safeguarding the program operations of the organization. This position is responsible for overseeing the day-to-day operations, ensuring that all work coming to and from MIHIA’s management team and Board of Directors is performed and handled in an efficient and expedient manner. The COO will work closely with the CEO in leading and executing the organization’s strategic initiatives, projects, and partnerships, both internally and externally.

This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. To participate, you will be required to have high-speed home internet access and a manager's approval. This program does not supersede the "New Jersey First Act", which requires newly hired MIHIA employees to establish and then maintain principal residence in the State of New Jersey. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the central coordination of operations and supports executive staff and their team members to interpret, understand, and carry out the vision and strategic intent of the CEO, ensuring timely flow of information to and from the executive office
- Advises the CEO and MIHIA executive management team and MIHIA Board on program activity
- Contributes to the development of MIHIA's strategic goals and objectives as well as the overall management of the organization
- Acts as CEO representative and ambassador to external constituents, including elected officials/dignitaries, as directed
- Serves as the liaison to the Governor's office and other cabinet members' offices
- Assists the CEO in facilitating effective decision-making
- Assesses inquiries directed to the CEO, determines the proper course of action, and delegates to the appropriate individual to manage
- Provides organizational support to the CEO, helping to ensure action items, deadlines, and deliverables are completed
- Establishes procedures for the systematic performance of duties and maintaining the continuity of work in the office of the CEO to ensure accuracy, coordination, and prioritization of the calendar
- Develops and maintains highly productive and strategic external relationships and partnerships for the benefit of the organization, many of whom are direct relationships of the CEO as well as elected officials and dignitaries
- Provides a strong link between the office of the CEO and other areas/divisions within the organization, and between the network and external parties, as a representative of the CEO in dealings with both internal and external communications
- Ensures the long-term projects are executed in an efficient, cost-effective diligent manner
- Understands organizational policies and procedures necessary to ensure appropriate decision-making protocols are followed
- Works with management team to analyze and interpret metrics and develop recommendations to improve operational performance
- Provides a strategic sounding board to the CEO to ensure that goals and objectives are being achieved and that priorities are being communicated effectively
- Supports management of legislative affairs
- Promotes a culture of high performance, collaborative cross-functional teams, and continuous improvement that values learning and a commitment to quality
- Establishes and monitors staff performance and development goals, assigns accountabilities, sets objectives, establishes priorities, conducts annual performance appraisals, and administers salary adjustments
- Ensures department practices and processes comply with MIHIA policies and guidelines and are consistently applied
- Builds, develops, mentors and coaches direct reports to develop skills and behaviors to enhance performance. Sets staff goals and objectives, and reviews staff semi-annually and annually against individual plans. Develops and implements training and succession plans for the team.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative, and customer-focused work environment among division, MIHIA staff, and external stakeholders
- Performs other duties and special projects, as assigned

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in a related field and/or equivalent experience
- Minimum 10+ years of professional experience; proven and progressive leadership experience is required (preferably within the public sector)
- Minimum 5 years of management/supervisory experience
- Experience with public and media relations is required
- Experience in legislative process, public policy development, and basic financial principles is preferred

- **Note:** Advanced degree or industry-specific certification may be substituted for 1 year of experience

**IMPORTANT NOTES:**

- **UNCLASSIFIED APPOINTMENT:** Your employment at MIHIA is voluntary and subject to termination by you or MIHIA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate, or modify the employment-at-will status of MIHIA employees.
- **SAME APPLICANTS:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.
- **RESIDENCY:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- **WORK AUTHORIZATION:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.
- **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 application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**INSTRUCTIONS TO APPLY**

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on August 12, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting a degree was awarded or a copy of the diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024- 087-P - Chief Operating Officer" in the Subject Line)

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*

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**Antoinette Sargent, Human Resource Officer**