



# 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 #:** 2024-093-P

**OPEN TO:** General Public

**ISSUE DATE:** November 19, 2024

**CLOSING DATE:** December 3, 2024

**FUNCTIONAL TITLE:** External Affairs & Policy Director

**SALARY:** \$120,000 - \$140,000

**CIVIL SERVICE TITLE:** Government Representative 1

**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.

The MIHIA currently offers a hybrid work schedule for up to 2 days of telecommuting work from home. 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**

- Builds, maintains and manages relationships with key external stakeholders, including government officials, industry leaders, and community organizations.
- Provides strategic guidance to senior leadership on policy issues and external relations.
- Develops policy positions and recommendations to advance MIHIA's objectives.
- Leads coordination with stakeholders on implementation of MIHIA-related policies and programs.
- Monitors and analyzes legislative and regulatory developments relevant to MIHIA.
- Advocates for MIHIA's interests with policymakers, government agencies, and other stakeholders.
- Leads and mentors the external affairs and policy team while developing and implementing MIHIA's external affairs and public policy strategy.
- Provides regular reports to the board and senior management on policy developments and advocacy outcomes.
- Evaluates the effectiveness of external affairs and policy initiatives and adjust strategies as needed.
- Represents the organization at public forums, conferences, and meetings.

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

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- Bachelors' degree, preferably with an emphasis in public health, social services, non-profit, or public administration, social work, policy, and/or equivalent experience
  - Minimum 7 years of practical experience related to maternal health, infant health, community development, social services, or other relevant field
  - 5+ years of program development and management experience preferred
- OR-**
- Possession of a master's degree and three (3) years of the above-mentioned professional experience.
- Experience in a fast-paced, project-based professional services environment that emphasizes teamwork, problem-solving, and communication

**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 December 3, 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- 093- P - MIHIA External Affairs & Policy Director" in the Subject Line)**

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*