NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 145 - P	November 23, 2026	December 8, 2026

TITLE: Government Representative 1	**OPEN TO:** General Public
FUNCTIONAL TITLE: Chief of Staff	**TITLE CODE:** 55512
DIVISION: New Jersey Innovation Authority	**RANGE:** X98
UNIT: New Jersey Innovation Authority	**WORKWEEK:** NL (35 hours)
LOCATION: 1 West State Street, Trenton, NJ 08608	**SALARY RANGE:** $200,000.00

JOB DESCRIPTION

The New Jersey Innovation Authority (NJIA) is looking for diverse and experienced team members to deploy world-class innovative and digital services that solve pressing public interest challenges for the people of New Jersey. Our work spans numerous issues and policy areas and is focused on making an impact on the lives of the New Jerseyans that we serve. Our work has resulted in decreasing the amount of time it takes to apply for Unemployment Insurance, making it easier to start, operate, and grow a business in the Garden State, and connected millions of New Jerseyans to government programs, services, and benefits.

Our team members wear many hats, contributing to both the execution of core projects and the evolution of the Authority. We use data and modern research, design, and development methods to inform our decision making, and we collaborate with stakeholders within and outside of government to understand and solve challenges. To learn more about the New Jersey Innovation Authority, read our impact report and visit our About Us page.

The Chief of Staff serves as the key strategic thought-partner, adviser, and deputy to the Chief Innovation Officer. Core responsibilities generally include oversight of New Jersey Innovation Authority's ("NJIA") operations, external affairs, and talent, yet this position will also play a central role in the strategic advancement of NJIA's work. This role will report to the Chief Innovation Officer, and work closely with team members across the organization, as well as key external stakeholders.

As a part of the team, your responsibilities may include:

Principal Support: Assisting and advising the Chief Innovation Officer

- Serve as a chief advisor and strategic partner to the Chief Innovation Officer on all matters related to internal and external activities.
- Represent the Chief Innovation Officer, as needed, with key organizational stakeholders across State government and externally.

Organizational Outcomes and Alignment: Supporting and driving organizational planning, advancement, outcomes and achievement

- In close collaboration with the Chief Innovation Officer, work with initiative, project, and functional leads to set, communicate, measure, and reach organizational objectives and impact, and drive the implementation of approaches and tactics that ensure programmatic collaboration and coordination across programs, products, and practice areas.
- Oversee the management of NJIA's financial resources to ensure that adequate funding is available to advance the organization's core mission, projects, and outcomes, and that funding is expended effectively, efficiently, and in alignment with all applicable rules, regulations, and policies.

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- Oversee the design, implementation, and administration of office policies, processes, and activities that contribute to the continued advancement and evolution of the organization.
- Aid in the administration of internal communication and information flows to ensure that the right information reaches the right team members at the right time.

External Affairs: Advancing partnerships and relationships with stakeholders and collaborators

- Oversee and advance the identification, cultivation, and maintenance of relationships with key stakeholders across State government, academia, and community-based organizations to support advancement of the organization's existing work and mission and to source new potential projects and organizational activities.
- Strategically plan, manage, and advance efforts to promote and advance programs, products, services, offerings, and achievements with government and public stakeholders, including State, local, and Federal government partners, civil society, and the general public.
- Oversee and coordinate all public communications from the organization.

Compliance and Regulatory Affairs: Navigating government, regulatory, and compliance processes and procedures to advance the organization's mission and work

- Ensure programmatic support to project teams to ensure that product and project goals and objectives can be met in a manner consistent with requirements.
- Support and coordinate efforts to advise the Administration on policy and regulations related to the organization's mission, projects, and programs related to modernizing, improving, facilitating, and streamlining government services to individuals and businesses.
- Oversee and manage activities to assist and guide project teams in navigating bureaucratic processes, requirements, and compliance, and support the development of creative and sustainable solutions to challenges that inhibit the advancement of core initiatives and projects.

Organizational Talent: Ensure organizational talent needs are met

- Oversee NJIA efforts to identify talent needs and attract and retain top-tier talent to advance the organization's mission and objectives.
- Work with team members to develop and advance practices that promote and encourage the healthy evolution of organizational culture.

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Do what's needed for the team

- Incubate, manage and execute special initiatives and projects as they arise.
- Execute additional duties and responsibilities to advance the organization's mission and work.

The standard workweek is Monday through Friday. This position may be eligible to participate in a telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at https://www.nj.gov/treasury/pensions . Please refer to the Active Employees section on the home page.

POSITION REQUIREMENTS

Education: Bachelor's degree or equivalent required; advanced degree such as a J.D., MBA, or master's degree in public administration, public policy, public finance or another field related to job responsibilities and qualifications is preferred

Experience: Minimum of ten (10) years relevant experience required, with at least two (2) years of supervisory experience. Strong candidates have deep understanding of government budgeting, policy and administration processes and have experience with, and understanding of, innovation practices in government and/or large institutions, including the use of data to drive decision-making, and approaching problem-solving collaboratively and in an agile manner.

License: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

PREFERRED EXPERIENCE, SKILLS, AND ABILITIES

Applicants will be assessed based on a demonstrated ability to accomplish the above-discussed responsibilities. We are seeking individuals with the following experience, expertise, skills, and abilities:

- 10+ years of relevant experience required, as is a demonstrated and deep commitment to public service and impact.
- At least 2 years of professional experience in people management.
- Proven expertise in, and deep understanding of, government budgeting, policy and administration processes.
- Demonstrated ability to solve diverse problems in highly ambiguous settings and thrive in a fast-paced environment.
- A demonstrable ability to rapidly context switch, re-prioritize tasks, and address in-demand team and stakeholder needs with speed and agility.
- Exceptional communication and people management skills with the ability to build, maintain, and grow professional relationships.

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- Demonstrated success in navigating government bureaucracies and institutions and achieving desired outcomes.
- Experience with executive advisement and coordinating across C-level roles, internally and externally.
- Experience with, and understanding of, innovation practices in government and/or large institutions, including the use of data to drive decision-making, and approaching problem-solving collaboratively and in an agile manner.
- Willingness to be available as needed during off hours for occasional rapid/crisis response.
- Bachelor's degree or equivalent required; advanced degree such as a J.D., MBA, or master's degree in public administration, public policy, public finance or another field related to job responsibilities and qualifications is preferred

Dedicated to advancing the mission of the NJ Innovation Authority and public service, with a strong commitment to accessibility and fostering a more inclusive society

GENERAL INFORMATION

Vacancy Notice: This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program: In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit https://nj.gov/csc/same/overview/index.shtml.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

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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 8, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026- 145 – P – Chief of Staff" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer