



The Minnesota Department of Employment and Economic Development (DEED) is the State of Minnesota's principal economic development agency. DEED's mission is simple: to empower the growth of the Minnesota economy, for everyone.

Our state's economy is diverse and dynamic, enriched by creative entrepreneurs, established Fortune 500 companies, and a labor force that brings the Minnesota values of hard work and integrity to work every day. The unique role of DEED is to empower businesses and workers to grow our economy by building partnerships, planning for long term growth, and creating opportunity for workers from all backgrounds and experiences.

We are driven to find talented and innovative public servants, motivated by the opportunity to serve businesses, people, and the greater good. At DEED you will join a diverse team, inspired by challenging work and united by shared values that guide our work every day.

At DEED we live our values by; focusing on the customer, communicating early and often, seeking solutions, creating inclusion, encouraging new ideas, and being gracious.

**Working Title: Contracts and Partnerships Director**  
**Job Class: State Program Administrator, Manager Senior**  
**Agency: Employment and Economic Development Department**

- **Job ID:** 65417
- **Location:** St. Paul
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 05/10/2023
- **Closing Date:** 05/30/2023
- **Hiring Agency/Seniority Unit:** Employ & Econ Development Dept / Employ & Econ Dev -Managerial
- **Division/Unit:** Administrative Services / Voc Rehab Svcs DD SOP Staff
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$39.35 - \$56.61 / hourly; \$82,162 - \$118,201 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 220 - Manager/Unrep
- **FLSA Status:** Exempt - Executive
- **Telework Eligible:** Yes, may be eligible to telework four (4) to five (5) days per week
- **[Designated in Connect 700 Program for Applicants with Disabilities:](#)** Yes

**Make a difference in the lives of Minnesotans.**

The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota.

## Job Summary

This position leads the Contracts and Partnerships business area within Vocational Rehabilitation Services (VRS). The position leads a team of seven professional staff who oversee the grants and contracts process with external vendors, serves as a liaison for VRS to DEED-wide legislative functions and provides leadership and guidance on key issues related to contracts, compliance and monitoring.

The individual in this position will manage complex responsibilities to ensure that DEED-VRS services are carried out through qualified and customer focused vendors. The individual in this position will lead the development and implementation of requests for proposals, contract management and an ongoing vendor monitoring process. The individual will lead a team of highly motivated and skilled staff tasked with handling complex work with various duties by outlining goals, communicating strategies, and refining procedures to ensure seamless system operations. In order to be successful, the person in this position must be to balance competing priorities and approaches, respond to sensitive information and lead in a highly collaborative and complex environment. The ideal candidate will have experience as a people leader/supervisor, demonstrating sound judgment and responses to complex situations, meeting deadlines and recognizing the connection of their business area to field services and the importance of building strong, productive relationships with field services.

### Job Duties:

- **Contracts/Grants:** Direct the planning, analysis, and development of requests for proposals from external vendors. Lead the development of an ongoing contract/grant monitoring process. Recognize and build strong, collaborative relationships with key internal partners to contribute to these processes including field services team and Administrative Financial Services (AFS.)
- **Supervision:** Hire, train and direct the work of professional employees within Contracts Partnerships business area to ensure complete and effective implementation of responsibilities.
- **Policy:** Serve as the primary coordinator on behalf of VRS on legislative policy issues. Coordinate with DEED-wide policy team and with partners across VRS to inform VRS legislative priorities and respond to inquiries during legislative process.
- **Other Duties:** Serve on internal and external committees or workgroups which align with key responsibilities. Represent VRS on national and statewide organizations, work committees, task forces, events and partnership efforts related to vocational rehabilitative services. Perform other duties that may arise.

## Minimum Qualifications

**To receive credit for your education and experience, your resume should clearly describe how you meet each minimum and/or preferred qualification listed, including dates of employment.**

Four (4) or more years of experience managing government grants and contracts of a similar size and scope including but not limited to developing a request for proposal (RFP) process, a selection process and ongoing grant/contract management, compliance and monitoring.

Applicants that meet the above minimum qualification will be further evaluated on the following:

- Four (4) or more years of experience serving in a leadership role as a people leader, manager supervisor with a demonstrated ability to coach, develop and lead a team of high-level professionals in a setting with a similar size and scope.

- Four (4) or more years of experience developing, cultivating and managing the government, legislative process.
- Demonstrated success leading a high performing team, balancing competing priorities and deadlines.
- Experience working in a complex and highly collaborative public sector work environment including a demonstrated commitment to managing productive, collaborative relationships and process input across multiple business areas.
- Experience in managing and implementing new or expanded grants and contracts.
- Strong written and verbal communication skills, public speaking skills, and/or group facilitation and presentation experience with groups of varying size.
- Incumbent must maintain valid driver's license, & insurance, OR have other reliable transportation

## Preferred Qualifications

- Knowledge of and experience with vocational, rehabilitative services for people with disabilities and/or knowledge and experience with policies, rules and guidelines from the Rehabilitation Services Administration.
- Experience with developing and overseeing Minnesota state grants and contracts.
- Experience with drafting and submitting federal fiscal and program reports.
- Bachelor's degree in policy, government, public administration or related field.
- Master's degree in policy, government, public administration or related field.
- Experience and demonstrated commitment to working with diverse communities and people from diverse backgrounds.

Our employees are dedicated to ensuring cultural responsiveness. Preferred candidates will have a variety of experiences working effectively with others from different backgrounds and cultures.

## Additional Requirements

This position requires successful completion of the following:

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance and education. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.

When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.

Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status).

## How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

If you have questions about the position, contact Timothy High at [tim.high@state.mn.us](mailto:tim.high@state.mn.us).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Timothy High at [talent.acquisition.deed@state.mn.us](mailto:talent.acquisition.deed@state.mn.us).

The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at [Karen.Lilledahl@state.mn.us](mailto:Karen.Lilledahl@state.mn.us). Please indicate what assistance is needed.

## About Employment and Economic Development Department

The Minnesota Department of Employment and Economic Development (DEED) is the State of Minnesota's principal economic development agency. DEED's mission is simple: to empower the growth of the Minnesota economy, for everyone. Our state's economy is diverse and dynamic, enriched by creative entrepreneurs, established Fortune 500 companies, and a labor force that brings the Minnesota values of hard work and integrity to work every day. At DEED we live our values by; focusing on the customer, communicating early and often, seeking solutions, creating inclusion, encouraging new ideas, and being gracious.

DEED is a Yellow Ribbon Agency. A Yellow Ribbon organization unites and coordinates all key areas within an organization to create a comprehensive network to proactively support servicemembers, veterans and military families.

## Why Work for Us

### Diverse Workforce

We are committed to continually developing a workforce that reflects the diversity of our state and the populations we serve. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve the people of Minnesota.

#### A recent engagement survey of State of Minnesota employees found:

- 95% of employees understand how their work helps achieve their agency's mission
- 91% of employees feel trusted to do their jobs
- 88% of employees feel equipped to look at situations from other cultural perspectives when doing their job
- 87% of employees report flexibility in their work schedule

## Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Public pension plan
- Training and professional development
- Paid vacation and sick leave
- 11 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources

- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- Tuition reimbursement
- [Federal Public Service Student Loan Forgiveness Program](#)

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

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### AN EQUAL OPPORTUNITY EMPLOYER

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and indicate what assistance is needed.