



## **Assistant Commissioner for Performance & Strategy**

**Reports to:** Commissioner  
**Location:** Truman Building, Jefferson City, Missouri  
**Pay Range:** \$85K-\$95K

### **WHO WE ARE**

The Missouri Department of Higher Education and Workforce Development (MDHEWD) is launching a historic transformation effort to become the nation's leader in preparing the workforce of the future and developing productive citizens equipped to navigate a complex changing world. August 28, 2019, we created the new department bringing together three initially separate state divisions into one team with one vision: "Every Missourian empowered with the skills and education needed for success." Achieving this will require us to rethink what we do together, the way we work, and our strategy. Join us and play a critical role in shaping the journey to achieve our vision.

### **ABOUT THE ROLE**

As a part of the transformation effort, one of our major priorities is to better use data to drive performance and outcomes. We have been working to integrate the strong historical and analytical capabilities of our former divisions so that we can better measure our higher education and workforce system performance, and use that data to develop a more focused strategy and drive better decision making.

As assistant commissioner for performance and strategy, you will oversee the new Office of Performance and Strategy with 20+ staff that is responsible for: (1) developing, maintaining and improving our metrics dashboard to ensure our department and our partners are delivering strong positive outcomes for citizens, (2) conducting analysis to support data-driven managerial decision making, and (3) generating reports to drive public discourse on department strategic priority topics. You will work to improve how the new Office operates, identify resources and capability investments needed to be successful, and work closely with the commissioner and other senior department leaders to drive change. You will be critical in helping us set, measure and reach our near term objectives, and achieve our long term vision.

The assistant commissioner must:

- Be passionate about making a difference in the public sector
- Be a creative, strategic, data-driven, and results focused thinker
- Be able to use data to tell a compelling story to varied audiences
- Have strong managerial skills and able to motivate/develop a team
- Exhibit extraordinary hustle and ability to get things done

- Work in a fast-paced environment and be able to stay focused on the big picture
- Be able to bridge the gap between our data team and the operational side of the department
- An enthusiastic adopter of new tools and technology
- Be eager to learn and grow as a professional

This job will be challenging, but it will give you an unparalleled opportunity to develop as a leader. You will have an opportunity to build a team and be a part of a once-in-a-lifetime transformation that has the potential to impact the future of many Missourians over decades to come. In addition, you will be working alongside some of the best thinkers in higher education, the public workforce system, government service, Missouri business, and philanthropy.

## **RESPONSIBILITIES**

1. Work with staff and stakeholders to develop and implement vision, organizational structure, and ways of working to make the new office a best-in-the-nation data and research shop.
2. Oversee and prioritize the work currently being performed by office staff including:
  - a. Improving integration of new department data systems;
  - b. Coordinating the collection, cleaning and housing of postsecondary, workforce and economic data across state, federal and other data sources;
  - c. Identifying and build tools and capabilities to track department and partner measures of success;
  - d. Developing the research agenda and associated reports for the department; and
  - e. Providing customized analytical support to department staff, partners and stakeholders, and collaborating with colleagues to drive policy recommendations.
3. Coordinate with colleagues in other departments of state government to improve data collection and sharing to enhance research and analysis to support informed cross-state department partnerships and policy decisions.
4. Develop a diverse, high-performing leadership team and staff and improve capabilities to drive a data-driven, collaborative, and facilitated approach to problem solving.
5. Collect honest feedback from team and navigate people challenges as they arise.
6. Develop a network of local colleagues and peers in best-in-class states who are researching similar issues, and identify opportunities to share learning and collaborate.
7. Serve as a highly effective spokesperson for the department research arm.
8. Develop reports and present to the Coordinating Board for Higher Education, while establishing strong relationships with board members.

## **PREFERRED EXPERIENCE**

1. Has successfully led implementation of a complex project, policy, or strategic initiative.
2. Has used data to drive business/policy solutions and evaluation.
3. Has managed resources – including dollars and time – effectively.
4. Has led and motivated a team.
5. Has communicated effectively through written, verbal, and visual media, including presentations to large and diverse audiences.
6. Has worked with stakeholders to achieve consensus on divisive issues.

## **EDUCATION REQUIREMENTS**

Applicants must have earned a bachelor's degree from an accredited institution. A masters or doctoral degree is preferred, but not required.

## **REQUIRED TRAVEL**

This position requires periodic travel.

## **TO APPLY**

Applicants should submit a cover letter and resume to Human Resources at [DHEWDhr@dhewd.mo.gov](mailto:DHEWDhr@dhewd.mo.gov). Applicants may also submit the [Affirmative Action Survey](#).

Applications will be reviewed upon receipt. This position will remain open until it is filled.

College transcripts and contact information for 3-5 professional references will be requested and verified before final hiring decisions are made.