

Teachers Retirement Association of Minnesota – Chief Strategy Officer

Teachers Retirement Association (TRA) has been providing pension coverage to Minnesota educators for decades, with a mission to help members and their beneficiaries plan for an independent and financially secure retirement. We are currently seeking job candidates who possess exceptional ethical leadership skills and a strong background in strategic planning to serve as TRA's Chief Strategy Officer (CSO).

Our CSO position exists to provide leadership for the administrative strategic planning, legislative agenda, business continuity, process improvement, member and employer outreach, and data record retention efforts for TRA. The incumbent will develop, maintain, and implement a consistent, integrated administrative strategic management plan, ensuring the successful measurement and completion of strategic initiatives. Lastly, the incumbent is also responsible for improving organizational effectiveness using continuous improvement methodologies, leading and managing enterprise-wide projects to support the administrative strategic plan, and supporting the creation and measurement of TRA-wide performance measures, as well as the implementation of the agency's data retention and data practices policies and procedures.

This position is located in our Saint Paul, Minnesota office, and will require the incumbent to work a schedule that includes regular in-person work. Business travel will be required for this role, up to 30% of the time, and will be significant during peak legislative session and at other times throughout the year to support business continuity needs.

Job closing date: October 27th, 2026 (10/27/2026) at 11:59PM CT.

Minimum Qualifications

Five (5) years of progressive work experience in strategic planning initiatives that focus on: legislative affairs, stakeholder outreach, data governance, and/or records management.

- A Bachelor's degree in Legal Studies, Business Law, Public or Business Administration, Strategic Planning, Organizational Management, or a related field can substitute for one (1) year of experience.

AND

One (1) year of experience managing or supervising multiple teams simultaneously to achieve organizational objectives.

Experience must further demonstrate the following:

- Proven success to lead with integrity and accountability; make ethical decisions; oversee and direct the work of others; drive performance and motivate staff; and accomplish organizational goals.
- Experience in applying technical laws and/or policies when providing work product oversight and direction, with the ability to develop a comprehensive understanding of state and federal financial and retirement laws and regulations, as well as state government data privacy and records retention requirements.
- Advanced data research, analytical, and interpretation skills sufficient to evaluate program effectiveness; establish goals and metrics; and lead process improvement initiatives.
- A strong foundation in project and risk management principles, as well as strategic planning methodologies to mitigate organizational risk.
- Excellent organizational skills with the proven ability to successfully lead, manage, and deliver multiple projects simultaneously.
- Exceptional oral, written, and presentation skills with the ability to articulate and consult on complex technical concepts clearly to diverse audiences, such as Executive Management, the TRA Board of Trustees, etc.
- Strong interpersonal skills to foster an inclusive and collaborative work environment, as well as handle important matters that require integrity and sensitivity with discretion and a high degree of ethics.
- Demonstrated success in budget management, financial oversight, and the implementation of interdepartmental or enterprise-wide projects, policies, and initiatives.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Cisco WebEx, and/or various equivalent software platforms.

Successful candidates must also possess the ability to secure their transportation for business travel and/or conferences. Business travel will be significant during peak legislative session and at other times throughout the year to support business continuity needs.

Preferred Qualifications

- A Juris Doctorate (JD) Degree and/or an Advanced Degree in Legal Studies, Business Law, Public/Business Administration, Organizational Management, Strategic Planning, Continuous Improvement, Emergency Management, or a closely related field.
- At least two (2) years of experience managing or supervising multiple teams simultaneously to achieve organizational objectives.

- Knowledge of emergency preparedness and contingency planning, including the implementation of state and federal business continuity policies, and the application of FEMA's National Incident Management System (NIMS) and Incident Command Structure (ICS) protocols.
- Certified MN Emergency Manager, Certified Business Continuity Professional (CBCP) or FEMA Continuity Professional Level I.
- Knowledge of pension and/or retirement plan design, function, and administration.
- Knowledge of human resources, labor relations (including managing staff within a unionized environment), health and other benefits, workers' compensation, that affect an employer's emergency and continuity planning.
- Experience navigating legislative/governmental affairs, developing organizational communication strategies, and presenting to executive boards.
- Knowledge of theories and practices of planning, evaluation, policy analysis, public Administration, and program development.

Physical Requirements

This position requires occasional transporting of articles such as file folders, ledgers and/or small tools. May be required to move or maintain a stationary position for long periods of time.

Additional Requirements

** Successful candidates must pass past-employer reference checks and a criminal background check. **

It is the policy of TRA that all finalist(s) submit to a background check prior to employment. The background check may consist of the following components:

- State of Minnesota state government employment records check (applies to current and past State of Minnesota state government employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification
- Driver's License Check

How to Apply

Visit the MN Careers webpage: <http://www.mn.gov/careers> and search using the Job ID #97519. If you have questions about applying for jobs, contact the Careers Help Desk at 651-259-3637 or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Diane Clemens at dclemens@minnesotatra.org.

If are an individual with a disability and need to request an accommodation for a scheduled interview, contact Justin Johnson at jjohnson@minnesotatra.org.

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 Justin Johnson at jjohnson@minnesotatra.org.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Compensation

The compensation range for this position is \$44.80 - \$64.46/hourly; \$93,542 - \$134,592/annually and the compensation offer will be dependent upon candidate qualifications.

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF

- Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

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.

Teachers Retirement Association also offers free ramp parking at our St. Paul Office location.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.