



Office of Cannabis Management

Director

Job Profile

The State of Minnesota seeks a Director for the new [Office of Cannabis Management \(OCM\)](#) to develop and implement regulations related to the recent legalization of recreational cannabis in Minnesota. Reporting into [Minnesota Governor Tim Walz](#), the Director will serve as the chief executive and administrative officer of the OCM and will be responsible for establishing and performing the executive duties outlined in State Statute. The Director will lead planning and policymaking; regulatory functions including compliance, enforcement, and licensure; social equity; tribal relations; legislative relations; and operations management. This position will ensure OCM activities align with statutes, rules, and legislation governing the Agency.

About the State of Minnesota

Minnesota is the [12th largest U.S. state in area](#) and the [22nd most populous](#), with over 5.75 million residents. As one of the largest employers in the State, approximately 38,000 state residents work in the executive branch of State government. The executive branch is comprised of more than 70 agencies, small boards, and commissions that serve the diverse needs of the citizens of the State.

Minnesota is known as the "Land of 10,000 Lakes" for having more than 14,000 bodies of fresh water covering at least ten acres each. More than 60% of Minnesotans (about 3.7 million) live in the [Minneapolis–Saint Paul](#) metropolitan area, known as the "Twin Cities", the state's main political, economic, and cultural hub and the [16th-largest metropolitan area in the U.S.](#)

As a large, complex organization, the State of Minnesota is unparalleled in the ability to deliver services and programs that serve the diverse needs of all Minnesotans.

About the Office of Cannabis Management

The Office of Cannabis of Management (OCM) was established in 2023 as a new agency as a result of legislation legalizing recreational cannabis during the 2023 legislative session. The purpose of the OCM is to develop the operational and regulatory systems to oversee Minnesota's new cannabis industry. The OCM will also provide day-to-day and long-term oversight of the state's new cannabis industry in order to safeguard public health, ensure integrity, promote social and community equity, and build public and stakeholder confidence in the regulation of the cannabis industry. The Director is appointed and serves at the pleasure of Governor Walz and Lieutenant Governor Peggy Flanagan.

Our Progress

OCM currently offers advice, assistance, information, and opportunities to learn about and participate in the following areas related to the cannabis industry:

- [For Adult Consumers](#)
- [For People Interested in Starting a Business](#)
- [Rulemaking](#)
- [Expungement of Criminal Records](#)
- [Tribal Nations](#)

The Opportunity

The State of Minnesota seeks a Director of the Office of Cannabis Management who has a combination of skills related to planning and policymaking; regulatory functions including compliance, enforcement, and licensure; social equity; tribal relations; legislative relations; and operations management. The role of the OCM Director is critical to the initial and ongoing success of the OCM and the cannabis industry in Minnesota. The State strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, veterans, and persons with a wide variety of lived experiences and perspectives to apply.

A successful candidate will be able to achieve the following competencies:

LEADERSHIP

Examples of experience that may achieve this competency include, but are not limited to, the following:

- Lead the overall operations by providing the day-to-day and long-term leadership of a complex and publicly visible Agency
- Ensure integrity, protect public health, promote social and community equity, and build public and stakeholder confidence
- Create the structure and operational systems
- Develop and implement a strategic plan and accompanying goals and objectives
- Ensure the principles and practices of Social Equity are consistently embedded across the work

PUBLIC ENGAGEMENT

Examples of experience that may achieve this competency include, but are not limited to, the following:

- Advise high-level offices and executives on activities, financial status, issues, and programs
- Serve as a primary liaison to legislators, municipal public bodies, and the general public
- Direct activities related to rules, policies, and/or program changes
- Inform stakeholders of project and goal status and ensure timely completion in accordance with plans

EXECUTIVE MANAGEMENT

Examples of experience that may achieve this competency include, but are not limited to, the following:

- Guide and administer internal operations, including organizational structure, internal policies, budget, and staff

- Appoint and employ appropriate staff, consultants, agents, and advisors such as Deputy Director(s); Finance; Human Resources; General Counsel; Social Equity, Tribal Relations, compliance and enforcement personnel; and administrative personnel
- Develop, monitor, and manage budget in conjunction with the financial directives to ensure that financial goals and objectives are met in accordance with statutes, rules, and accounting systems

REGULATORY SYSTEMS

Examples of experience that may achieve this competency include, but are not limited to, the following:

- Lead the development of a regulatory system
- Serve as the chief regulator
- Plan and direct enforcement, licensing, compliance and inspection activities
- Lead and facilitate effective negotiation and resolution of regulatory enforcement matters
- Direct divisions and legal counsel on the response and action for violations of compliance according to statute
- Conduct disciplinary proceedings in accordance with applicable statutes and rules

EXTERNAL, GOVERNMENT, AND TRIBAL RELATIONS

Examples of experience that may achieve this competency include, but are not limited to, the following:

- Oversee the development of rules and legislative proposals
- Interpret legislation to ensure conformance with laws
- Represent in legislative committee hearings, legal proceedings, media interviews, and in national / international engagements
- Lead the implementation of new legislation via the rulemaking process
- Organize and facilitate stakeholder work group meetings
- Provide leadership, advice, and counsel in negotiating tribal compacts with Tribal governments on adult-use cannabis and medical cannabis
- Meet with legislators and their staff and testify before legislative committees
- Engage a legislative body in shaping the vision and strategy
- Solicit a legislative body's input on key priorities in a timely and effective manner
- Develop reports and other means of regularly communicating to a legislative body on events which may have a significant impact on operation

COMMUNICATIONS

Examples of experience that may achieve this competency include, but are not limited to, the following:

- Lead communications activities and coordinate with the Communications Director in the development and execution of a multi-platform media strategy
- Serve as the primary point of contact for communications from a Governor's Office, an Attorney General's Office, and/or other state and local agencies
- Lead public meetings with stakeholders representing diverse perspectives and competing interests

- Facilitate outreach and education initiatives
- Develop formal communications, including position statements, industry bulletins, compliance tips, health and safety advisories, and rulemaking notifications
- Address public groups, legislative committees, members of the press, and professional associations
- Respond to requests for information and legal interpretations from the public, state and federal agencies, legislators, licensees and registrants, local governments, law enforcement agencies, county attorneys, national and state pharmacy associations, and the media
- Partner with tribal relations and equity stakeholders to to conduct community outreach and create partnerships

First-round interviewees will be selected based on their ability to meet the following minimum qualifications:

- Eight years of professional experience in regulatory oversight, public administration, business or law enforcement
- A bachelor's degree or higher in public administration, business administration or a related field can substitute for two years of experience
- Two years of managerial experience over one or more functional area that includes overseeing professional and high-level management staff
- Experience in planning, development and implementation of budgets, policies, procedures and objectives necessary to achieve the goals of an organization or program along with development of a strategic plan
- Experience in a regulatory agency or other regulatory compliance experience
- Knowledge of the cannabis and/or hemp regulatory environment or other highly regulated environment where skills may be transferable to the cannabis industry
- Excellent management and communication skills, including strong writing skills and public speaking skills
- Demonstrated cultural competence and/or experience implementing equitable policies and practices throughout the organization

In addition to the above, second-round interviewees will be selected based on their ability to meet the following preferred qualifications:

- Superior personnel management skills that include leadership of managers with authority over multi-disciplined business units
- Prior work experience in the cannabis or hemp industry, particularly with involvement of tribal nations
- Developing, updating and/or creating regulations and legislation
- Serving as primary spokesperson to interpret and communicate regulatory implications to industry and community stakeholders
- Analyzing new and existing regulations, industry trends, and state and federal statutory changes to ensure alignment and conformity with agency regulatory operations
- Demonstrated ability to partner with public and private organizations, special interest groups, elected and appointed officials, in situations which may be politically sensitive

- Well established negotiation skills and an aptitude for building consensus through cooperation and coalition-building
- Proven experience in budget, financial and contract management
- Proven experience in policy analysis, development and implementation
- Experience solving complex problems and executing decisions

ADDITIONAL CONSIDERATIONS

The following responsibilities are essential duties for all positions in Minnesota State government:

- Foster positive interpersonal relationships with coworkers, managers, and customers so all are treated respectfully
- Ensure that the principles of the Office of Social Equity are consistently embedded across OCM
- Handle all data in compliance with the Minnesota Data Practices Act and other related laws
- Maintain professional and ethical standards for employment with the agency and the State of Minnesota
- Continuously improve your essential personal skills to enhance your ability to manage team dynamics and collaboration

For a complete job description, please email [Michelle Thom](#)

Our Process

Questions about this opportunity may be directed to [Michelle Thom](#) or [Charlene Briner](#). For consideration, please submit a letter of interest and resume to [Minnesota Careers](#) (search job id 72920) by February 26, 2024. If you have questions about the process of applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@statemnus For additional information about the application process, go to <http://www.mn.gov/careers>