

## **Diversity Business Liaison**

Department of General Services  
Central Procurement Office  
Governor's Office of Diversity Business Enterprise

The Governor's Office of Diversity Business Enterprise seeks to employ Diversity Business Liaison for the State of Tennessee's Diversity Business Enterprise Program. The Diversity Business Liaison (DBL) is responsible for maximizing opportunities for minority owned, woman owned, service-disabled veteran owned and small business enterprise in the State of Tennessee's procurement activities. This position reports to the Diversity Business Enterprise Program Director in the Central Procurement Office.

The essential job functions include but are not limited to the following:

- Increases Governor's Office of Diversity Business Enterprise (GODBE) contract award opportunities for businesses owned and operated by minorities, females, and persons with disabilities; identify businesses that meet the guidelines related to Minority-owned Women-owned and Service Disabled Veterans Business Enterprises (MWSDVBE); teaches businesses what constitutes MWSDVBE eligibility; explains what specific records, documents, and information the GODBE needs in order to demonstrate eligibility.
- Coordinates outreach activities to encourage participation of MWSDVBE firms in the State of Tennessee Procurement activity; networks with appropriate community organizations, agencies, colleges and universities to communicate the initiatives of the statewide diversity program.
- Reviews and assesses records and documents to determine if the business entity meets the guidelines and criteria for eligibility for the program; researches and verifies the documentation that supports program eligibility.
- Registers those businesses that are confirmed of meeting the MWSDVBE criteria for eligibility.
- Reports and monitors Diversity Business Enterprise contract awards; tracks awarded contracts through queries retrieved from the state's procurement portal.
- Assists the director in developing and maintaining the directory of certified MWSDVBE (s).
- Meets with State agencies and department procurement officials annually to assist them with defining and obtaining their agency internal goals for the participation of minority-owned, women-owned, and service-disabled veteran owned and small business enterprises.
- Assists the director in developing seminars and workshops to acquaint diversity business enterprises with the state of Tennessee procurement policies and procedures; facilitates external training and awareness workshops to communicate the goals and objectives of the statewide diversity program.
- Assists in developing and maintaining the GODBE website.
- Acquires data necessary to publish State of Tennessee's procurement Forecast of Acquisition Plan.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree AND two years of experience marketing/promoting diversity programs or related community outreach program work.

OR

Bachelor's degree in Communications or Marketing and one year of experience marketing/promoting diversity programs or related community outreach program work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of equal access/ equal opportunity law
- Proficiency in Microsoft Office, including Word, Power Point and Excel
- Knowledge of grammar style and terminology
- Excellent communications skills, both verbal and written
- Excellent organizational and presentation skills
- Excellent interpersonal skills
- Excellent networking skills
- Excellent negotiating skills
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to manage multiple tasks and meet deadlines

**DESIRED QUALIFICATIONS**

In addition to the above qualifications,

- Knowledge (or experience) of Oracle, PeopleSoft 8.9, or other enterprise procurement systems
- Purchasing experience in a government based organization

If you are interested in this job, please submit a cover letter and resume to [DGSHR.Services@tn.gov](mailto:DGSHR.Services@tn.gov)

***\*Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.***

***\*The State of Tennessee is an Equal Opportunity Employer.***