

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description Form



Functional Area: Strategic Sourcing		
Job Title: Director of Strategic Sourcing and Contracts		
Reports to: Vice President for Finance		
Date:		
Level/Grade HR RI227	Type of position: Full-time	Hours 40 / week Exempt

POSITION OVERVIEW STATEMENT

Reporting directly to the Vice President of Finance, the Director of Strategic Sourcing and Contracts leads the development and implementation of strategies to leverage the Institute's \$1.5B annual buying power to deliver the best value for the products and services required by the MIT community. Charged with conceiving and implementing strategic sourcing initiatives based on robust understanding of Institute procurement needs and market expertise. Leads contract negotiations in service of MIT strategic sourcing priorities or the formation of other complex commercial relationships involving the Institute, ensuring the use of effective procurement strategies and the adoption of appropriate terms and conditions.

Engages in proactive and comprehensive outreach to the MIT community to establish priorities for strategic sourcing and highlight pricing, customer service and compliance benefits associated with the use of preferred vendors. Builds and maintains business relationships with academic and administrative purchasing leads and staff to ensure sourcing and contracting activities overseen by Director add value. Rigorously uses spending-related data and analytics tools to guide strategic sourcing initiatives. Represents MIT at procurement-related conferences and consortia to network with professional peers in industry and higher education about best sourcing and contracting practices and build strategic relationships. Recommends and maintains key performance indicators for measuring the effectiveness and efficiency of Institute strategic sourcing initiatives and contracting practices.

Supervises a newly integrated team of sourcing and contracting professionals, comprising a new Directorate within the Office of the Vice President for Finance (VPF), in service of these objectives. Fosters skills development, community engagement, rigorous and routine analysis of procurement-related data, collaboration and a metrics-based approach to measuring performance among this team. Works extensively with Director of Financial Operations within Office of the Vice President for Finance and his or her managers to ensure systematic collaboration of sourcing and contracts team with separate procurement operations and accounts payable staff responsible for facilitating transactions and business analysts responsible for overseeing the implementation and operation of procurement-related systems. Also collaborates with Director of Financial Operations to ensure that procurement policies and procedures are consistent with federal contracts and grant regulations and other applicable regulatory and statutory requirements.

Success in this position requires a strong understanding and appreciation of strategic sourcing, best practices in negotiation, competitive procurement and contracting, regulatory and statutory requirements for professional services and contracts practices, and MIT's mission. Candidate must be deeply motivated to make a positive impact for the MIT community, exhibit enthusiasm and capability for pursuing a data- and customer-driven approach to establishing priorities, possess strong leadership qualities and professional integrity, and demonstrate a collaborative spirit that will benefit sourcing and contracting initiatives and the overall functioning of VPF.

DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Conceives and implements strategic sourcing initiatives based on outreach to MIT community, data-driven analysis and market expertise.
- Proactively initiates outreach to MIT community to identify strategic sourcing priorities and highlight the value of strategic procurement and the use of preferred vendors.
- Plans, leads, and implements sustainable sourcing and procurement practices in line with overall Institute sustainability efforts.
- Negotiates business terms of vendor contracts on behalf of MIT, collaborating with the Office of the General Counsel and other MIT units as needed to manage legal risks of contractual agreements.
- Provides strategic oversight of client engagements, supports contract relationships and provides applicable support in the areas of contracts, pricing and accounting.
- Ensures that contractual risks are identified, assessed, and mitigated with appropriate contract provisions. Helps ensure compliance with federal and other regulations regarding procurement.
- Manages vendor performance and relationships to ensure that MIT product and service agreements provide agreed-on benefits and value, and that vendors comply with pricing and other contractual terms and conditions.
- Assists in resolution of contract administration issues that arise involving interpretation of terms and conditions, change in requirements, terminations, disputes, or other dynamics.
- Participates actively in development, implementation and ongoing evaluation of sourcing, contracting and other procurement-related business processes and IT systems.
- Leads the integration and professional development of MIT's sourcing and contracts teams to achieve strategic sourcing objectives and best practices in contracting.
- Recommends and maintains key performance indicators for measuring the financial and operating performance of sourcing and contracts teams.
- Collaborates extensively with Director of Financial Operations and with managers and staff for separate procurement operations, accounts payable and financial systems and data units reporting to this Director.
- Attends local, regional, and national sourcing conferences and consortia meetings and keeps abreast of changes in policy and legislation affecting sourcing, procurement, and contract strategy.

QUALIFICATIONS

Required:

- Bachelors degree
- At least 10 years of experience in procurement-related field, with demonstrated expertise and success in the formation of strategic commercial relationships based on business needs, vendor negotiations, competitive procurement tactics, contracting in a regulated environment, and the establishment of strong financial controls.
- Ability to lead, motivate and promote the continued development of professional staff in a decentralized environment.
- Robust and proactive customer service ethic.
- Strong analytical, project management, negotiation, and change management skills.
- Effective written/verbal communication skills.
- Highly collaborative style.

- Proficiency in working with spend-related data and analytics tools, cloud-based procurement solutions and ERP accounting systems.

Preferred:

- Masters, MBA, CSM, CPSM, law degree, or other relevant advanced degree
- Experience in higher education

MIT will conduct a background check (including checking criminal records) for the finalist.

SUPERVISION RECEIVED

Strategic and functional supervision from the Vice President for Finance

SUPERVISION EXERCISED

Strategic and operational supervision of the sourcing and contracts areas

VPF benefits from a diverse and engaged workplace and seeks to further enhance our community by employing individuals from varied backgrounds. VPF actively supports MIT's commitment to advancing a respectful and caring community that embraces diversity and empowers everyone to learn and do their best.

MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.