

Job Description – MIT Job #25619

Functional Area:	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title:	Strategic Sourcing Analyst 1	Position Title:	Strategic Sourcing Analyst (Performance & Technology)
Reports to:	Director of Strategic Sourcing and Contracts	Prepared on:	April 2026
Salary Grade: 9	Salary Range: \$88,550 - \$120,000	Hours per week/status: 40/Exempt	

About the Office of the Vice President for Finance:

Join the MIT Office of the Vice President for Finance (VPF) and be part of a team dedicated to managing the Institute's financial resources to support education, research, and innovation. At VPF, we prioritize excellence, integrity, and inclusiveness in our work and office culture.

VPF achieves goals through teamwork and collaboration, and we celebrate those successes together. Our team comprises professionals with diverse backgrounds and skill sets who share a passion for financial and administrative excellence.

VPF offers flexible work schedules with both remote and in-office work. Depending on the position and specific team schedules, a VPF staff member will spend 2-8 days per month in the office. Our primary location in Technology Square is convenient to amenities, including coffee shops, lunch spots, and events on MIT's main campus. Commuter resources, including free MBTA passes and commuter rail discounts, are available to all employees.

MIT's comprehensive benefits package demonstrates a commitment to our employees' well-being. Our benefits include health and dental insurance, a 401(k) plan with employer match, an additional pension plan with 100% of contributions managed and paid for by MIT, paid vacations and holidays, and more.

Position Overview

The Strategic Sourcing Analyst (Performance & Technology) is part of a team of strategic sourcing professionals who serve the MIT community by developing and implementing strategies to leverage MIT's significant annual buying power to deliver the best value for the products and services required by the community. The team analyzes institutional spend trends and behaviors to inform strategic opportunities for negotiating institutional commercial contracts with suppliers, grows and maintains a marketplace of suppliers, provides advisory and customer service on strategic sourcing projects, and manages key supplier relationships.

The Strategic Sourcing Analyst (Performance & Technology) is responsible for advancing MIT's strategic procurement performance through supplier governance for VPF's Preferred Suppliers and digital transformation initiatives. This individual will be the primary lead in contributing to the digital transformation initiatives, across sourcing, catalog management, ERP procurement tools, spend analytics, and more. This role administers VPF's Preferred Supplier performance management framework and oversees supplier performance, cost savings, operational efficiencies, and overall business value. This individual administers supplier agreements in the Business Services Commodity area, supports strategic sourcing efforts to secure high-quality goods and services

that deliver measurable value to the MIT community, and evaluates opportunities to enhance contract and purchasing management through technology across commodities. Equal emphasis is placed on strengthening supplier governance and advancing procurement technology solutions that improve transparency, compliance, user experience, and data-driven decision-making. This role requires a motivated, service-oriented professional, committed to making a positive impact on the evolution of MIT's Strategic Sourcing function. Success in this position requires an understanding of strategic sourcing best practices, negotiation principles, supplier and stakeholder management, and the ability to align procurement initiatives with MIT's mission, values, and decentralized operating environment.

Principal Duties and Responsibilities

- Leads evaluation, planning, implementation, and optimization of sourcing and procurement technology solutions. Identifies and assesses emerging technologies and platforms (e.g., supplier management systems, market intelligence tools, automation solutions) to enhance sourcing capabilities and support institutional procurement priorities. Gathers business requirements from internal and external stakeholders, translates them into technical specifications, and leads projects—either independently or in partnership with VPF Financial Systems, BDTO, IS&T, or other technology partners—to implement, test, configure, and deploy solutions. Facilitates user training activities to support successful system implementation. Drives user adoption and continuous improvement of sourcing and procurement workflows.
- Develops and administers VPF's Preferred Supplier performance management framework across multiple spend categories, develops and maintains centralized performance tracking tools for VPF Preferred Suppliers, participates in Quarterly Business Reviews with key suppliers, supports corrective action plans and performance improvement initiatives, and partners with strategic sourcing analysts to monitor contract compliance, service levels, pricing adherence and risk indicators. Supports Preferred Supplier accountability while maintaining positive, service-oriented relationships.
- Manages the Institutional preferred supplier agreements in Business Support Services & Supplies. Conducts regular business reviews, reviews compliance requirements, tracks agreement terms, and monitors supplier performance. Monitors day-to-day services of preferred suppliers and works with such suppliers to address customer service standards, performance, issues, and related topics (with support from Director or VPF Contracts as needed).
- Analyzes commodity market trends and Institute spend data trends, conducts internal spend analytics, performs price and cost analysis and analyzes opportunities for cost savings. Develops dashboards and reports, including regular and ad hoc reporting and providing actionable insight.
- Conducts competitive sourcing events in managed commodity areas and works with the Director and other team members to facilitate cross-functional teams to develop buy-in and ensure community needs are met.
- Reviews feedback from DLCs regarding Business Support Services & Supplies and works with Director to recommend purchasing options from preferred suppliers, advises on alternative procurement options and ordering processes, and participates in issue resolution.
- Participates in cross-functional teams in business improvement processes within the department and external to the department, as needed and under the direction of the Director.
- As directed, assists in non-commodity-based solicitation processes for DLCs, including requests for information, requests for quotes, and requests for proposals.
- Represents VPF Strategic Sourcing in training presentations for the MIT Community, including VPF and other DLCs, related to sourcing, procurement, and related topics.
- Supports compliance with regulatory Small Business Program requirements.
- Attends local, regional, and national sourcing and travel conferences and consortia meetings applicable to the assigned commodity area and sourcing function.
- Performs other duties and projects as assigned.

Qualifications

Required

- Bachelor's degree
- A minimum of three (3) years of relevant procurement, supplier management, contract administration, and/or business systems analysis experience at a responsible level, preferably in higher education, government, or a corporate environment
- Strong ability to work collaboratively with individuals and groups from a wide variety of backgrounds and organizational levels, incorporating their ideas, adapting to their needs, and forming a consensus
- Must have superior customer service skills
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)
- Excellent verbal and written communication skills
- Strong organizational skills with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain attention to detail in a fast-paced environment
- Demonstrated dependability, follow-through, and commitment to producing high-quality and accurate work
- Ability to exercise discretion, tact, and sound judgment when handling sensitive or confidential information
- Demonstrated adaptability and flexibility to learn new skills, take on additional responsibilities, and support evolving team needs
- Strong analytical and problem-solving skills with a focus on continuous improvement
- Ability to proactively identify needs, propose solutions, and follow tasks through to completion
- Ability to provide responsive and professional support to internal and external stakeholders
- Ability to troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary
- Ability to meet performance metrics assigned for the unit

Preferred

- Master's degree
- A demonstrated track record of facilitating and executing successful sourcing initiatives, competitive solicitations, or supplier/category management
- Experience monitoring supplier performance or administering service-level agreements
- Strong analytical skills and proficiency in Excel and reporting tools (Power BI, Tableau, or similar)
- Experience with procurement and/or sourcing analytical tools (SpendHQ, Labviva, Oracle Cloud Reporting, etc.)
- A thorough understanding of contracting methods and procedures
- Strong persuasion, negotiation, and influencing skills and the strong interpersonal communication skills necessary to build relationships with internal stakeholders and suppliers at all levels
- Professional knowledge of and experience with the principles, practices, and trends of procurement policies, applicable laws, and competitive solicitation practices

Supervision Received

Reports to the Director of Strategic Sourcing and Contracts

Supervision Exercised

None

Additional Information

MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Employment is contingent upon the completion of a satisfactory background check.

MIT is unable to provide work authorization or visa sponsorship for this position.

This position has a six-month probationary period for new employees to the Institute.

MIT is an equal employment opportunity employer

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.

All qualified applicants will receive equitable consideration for employment based on their experience and qualifications and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) advances MIT's mission by supporting thoughtful stewardship and effective deployment of the Institute's financial resources. Forward-thinking and future-oriented, the office is working to create a seamless administrative experience for MIT colleagues and make it easier for them to comply with grant, accounting, and other applicable rules. VPF also seeks to enhance the quality of financial information available to MIT and is focused on providing services that are readily adaptable to the evolving demands of an increasingly global Institute.