Office of the Vice President for Finance

# Job Description – MIT Job #26257

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| **Functional Area:** | Office of the Vice President for Finance, Strategic Sourcing and Contracts | | |
| **Job Title:** | Mgmt 3, Procurement & Sourcing | **Position Title:** | Manager of Strategic Sourcing |
| **Reports to:** | Director of Strategic Sourcing and Contracts | **Prepared on:** | November 2026 |
| **Salary Grade:** 10 | **Salary Range:** $104,400 - $140,600 | **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 Manager of Strategic Sourcing leads a team of experienced strategic sourcing analysts 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 MIT community. The team analyzes institutional spending trends and behaviors to inform strategic opportunities for negotiating institutional commercial contracts with suppliers, grows and maintains the procurement marketplace of suppliers, provides advisory and customer service on strategic sourcing projects, manages key supplier relationships, and troubleshoots issues in assigned commodity areas. The Manager will engage in proactive and comprehensive outreach to the MIT community to establish priorities for strategic sourcing and communicate pricing, customer service, and compliance benefits associated with the use of MIT Preferred Suppliers, while building and maintaining business relationships with academic and administrative purchasing leads and staff to ensure sourcing activities add value and sourcing strategies are adopted by the broader MIT community.

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

**Principal Duties and Responsibilities**

- Supervises, mentors, and develops a team of experienced sourcing professionals who support the MIT community by developing and implementing strategies that leverage MIT's buying power and deliver best value for the products and services the community requires. Provides applicable support and builds a collaborative, high-performing team culture that supports continuous learning.
- Drives and advances enterprise-wide sourcing strategies across multiple categories, including information technology, laboratory supplies, services and equipment, professional and staffing services, travel, hospitality, and event services, and office supplies. Oversee category management, community engagement, market assessments, and multi-year sourcing roadmaps.
- Enables and supports sourcing analysts in sourcing activities, vendor management, and contract management, ensuring the quality and timeliness of their work. Supports the team in establishing compliant, university-wide contracts and purchasing mechanisms that make procurement efficient for the community.
- Oversees strategic supplier partnerships and serves as a reliable, trusted liaison between MIT and its suppliers. Develops and maintains processes and procedures to ensure MIT preferred supplier agreements deliver the agreed-upon benefits and value, suppliers comply with pricing and other contract terms, and appropriate key performance indicators that measure suppliers' financial and operating performance are adhered to. Serve as a champion and lead analysts in optimizing contract pricing and reducing off-contract purchasing.
- Serves as the escalation point for supplier performance issues and manages risk to ensure uninterrupted supply. Assists in resolving contract administration issues, including interpretation of terms and conditions, changes in requirements, terminations, and disputes, and consulting with VPF Contracts as needed.
- Leads and facilitates outreach to the MIT Community by developing relationships with academic and administrative units across the Institute, managing VPF Sourcing web content to keep information current and dynamic, and communicating policies, contract opportunities, and process or technology changes that help community members purchase with confidence.
- Identifies and leads technology enablement and improvement projects to support sourcing and related procurement tasks (e.g., catalog shopping, spend analytics).
- Creates processes that keep VPF leadership informed on project status, supplier and supply chain performance, workload, constraints, and pipeline priorities.
- Establishes, implements, and supports solicitation governance and sourcing standards.
- Develops and maintains sourcing templates, toolkits, and standard operating procedures.
- Reviews and proposes policy and process improvements, and supports strategic initiatives while maintaining compliance with federal regulations (including Uniform Guidance for sponsored awards and export control requirements), Massachusetts law, and MIT policies.
- Conducts procurement audits and risk assessments and participates in internal and external audit activities.
- Leads complex formal solicitations (RFPs, RFQs) for goods and services and manages the full bid lifecycle, including bid schedules, pre-bid meetings, technical compliance review, technical evaluation committee

engagement, bid cost analysis, and award recommendations. Partner with stakeholders to define business requirements, scopes of work, and specifications.
- Coordinates with VPF Contracts, Procurement, the Office of the General Counsel, Finance, and related offices.
- Implements training in strategic sourcing, contract management, and vendor relations, within the team and for the MIT community.
- Attends local, regional, and national sourcing conferences and consortia meetings to stay current on sourcing and procurement best practices and trends.
- Collaborates with the Director of Strategic Sourcing and Contracts to set personal and team goals and determine how to achieve desired results using appropriate metrics.
- Performs other duties and projects as assigned.

**Qualifications**

Required
- Bachelor's degree in supply chain management, business, finance, or a related field
- Minimum of five (5) years of progressive sourcing, procurement, or supplier management experience, including extensive experience developing and executing strategic sourcing plans and leading complex formal solicitations through award and contract execution
- Experience managing supplier performance, KPIs, and contract administration, including renewals and resolution of issues involving terms and conditions
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and familiarity with video conferencing and collaboration tools (e.g., Zoom, Teams, Slack)
- Strong persuasion and influencing skills, with excellent verbal and written communication skills
- Strong collaboration and interpersonal skills, with the ability to build effective working relationships with internal stakeholders, supplier executives, cross-functional teams, and the broader community
- Ability to provide responsive, professional, and high-quality support to internal and external stakeholders
- Strong organizational skills, with the ability to manage a high volume of work, balance competing priorities, meet deadlines, and maintain close attention to detail in a fast-paced environment
- Demonstrated dependability, follow-through, and commitment to producing high-quality, 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 troubleshoot and resolve issues independently with minimal guidance, and appropriately escalate complex issues to a manager when necessary
- Proficiency in data analytics tools and experience using Enterprise Resource Planning (ERP) systems
- Ability to meet performance metrics assigned for the unit

Preferred
- Master’s degree (e.g., MBA, JD) in a related field
- CPM (Certified Purchasing Manager) or CPSM (Certified Professional in Supply Management) or other ISM (Institute of Supply Management) professional certification
- Experience in IT purchasing (both software and hardware) and/or laboratory supplies and services for large, complex organizations
- Prior MIT experience
- Experience with enterprise financial or accounting systems such as SAP, Oracle, Brio Query, or Cognos

**Supervision Received**

Reports to the Director of Strategic Sourcing and Contracts

**Supervision Exercised**

Will provide supervision to a team of 4-5 Strategic Sourcing Analysts

**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.