

Job Description – MIT Job #23886

Functional Area:	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title:	Strategic Sourcing Analyst 2	Position Title:	Competitive Sourcing Lead, Business and Digital Transformation
Reports to:	Director of Strategic Sourcing and Contracts	Prepared on:	March 2024
Salary Grade: 10	Salary Range: \$100,000 - \$120,000	Hours per week/status: 40/Exempt Duration: Two (2) Year Term	

About the Office of the Vice President of 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. A VPF staff member will spend 2-8 days per month in the office, depending on the position and specific team schedules. 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 Competitive Sourcing Lead is part of the Strategic Sourcing Team, which serves the MIT community by developing and implementing strategies to leverage MIT's buying power to deliver best value for the products and services required by the community. The Competitive Sourcing Lead will be part of the Strategic Sourcing Team, and exclusively support MIT's Business and Digital Transformation Office (BDTO) in their procurement needs. The BDTO is overseeing a multi-year initiative to modernize MIT's business processes and systems in collaboration with MIT's Information Systems & Technology (IS&T) office and in consultation with MIT's academic, research, and administrative areas.

The Competitive Sourcing Lead is responsible for developing sourcing strategies for the BDTO, including but not limited to software, IT applications, implementation partners, design partners, and more. In this role, the Competitive Sourcing Lead will lead major sourcing (RFx) projects, engage in complex spend and cost analysis, negotiate business terms of third-party vendor deals, and manage a sizeable spend within the BDTO. The

Competitive Sourcing Lead will facilitate and lead cross-functional teams in support of sourcing projects. This position is responsible for managing competitions of varying complexity and facilitating the evaluation process.

Principle Duties and Responsibilities

- Support sourcing projects through market research (supplier, category, and industry research), cost, price, and spend analysis, requirements analysis, competitive bid method analysis, negotiation strategy, and project management of sourcing-related activities.
- Build relationships and facilitate cross-functional internal stakeholder teams for sourcing projects, including working with stakeholders to validate project needs and requirements, assisting with planning, establishing clear business needs/requirements, developing sourcing strategies aligned with project objectives, and leading sourcing projects.
- Develop, draft, issue, and lead competitive sourcing projects on behalf of MIT's BDTO, including a range of complexity from standard to complex competitions, to find the best sourcing solutions that meet business requirements.
- Assist in proposal evaluation, including determining evaluation criteria, evaluating proposal compliance, and utilizing price/cost analysis techniques. Assist pricing negotiations to ensure MIT receives the best value and associated cost savings, and collaborate with VPF Contracts teams for negotiations of third-party supplier agreements.
- Build relationships with third-party suppliers, utilize supplier relationship management techniques, and work with BDTO stakeholders to ensure suppliers are providing required level of services, including but not limited to supplier business reviews, spend analytics, etc.
- Assist in managing general sourcing and purchasing operations for the BDTO, as needed.
- Report progress on a weekly basis, indicating work planning and work in progress.
- Provide thought leadership from a procurement/sourcing perspective and work with internal stakeholders to develop new and creative strategies.
- Build trusted relationships with senior internal leaders.
- Other duties as assigned.

Qualifications

Required

- Bachelor's degree.
- At least 4 years of relevant competitive sourcing and solicitation experience at a responsible level, preferably in higher education, government, or a corporate environment.
- A demonstrated track record of facilitating and executing successful sourcing initiatives and competitive solicitations in highly dynamic and fast paced environment.
- Excellent negotiation skills and procurement category management experience (including Software, Hardware, SaaS, Cloud & Professional Services).
- Strong interpersonal communication skills necessary to build relationships with internal stakeholders and suppliers at all levels and work collaboratively with individuals and groups with a wide variety of backgrounds and organizational levels, incorporating their ideas, adapting to their needs, and forming a consensus.
- Professional knowledge of and experience with the principles, practices, and trends of procurement policies, applicable laws, and competitive solicitation practices.

Preferred

- Master's degree.
- Working knowledge of Coupa.
- Certified Professional in Supply Management (CPSM) license.

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.

Diversity, Equity, and Inclusion

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.

VPF is Mission Focused

The Office of the Vice President for Finance (VPF) works to advance 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.