General Overview
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, this 165-person office is working to create a seamless administrative experience for MIT colleagues and make it easier 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

VPF Contracts is a professional service organization within the Office of the Vice President for Finance responsible for reviewing, negotiating, and executing agreements for the acquisition of goods and services. The team works closely with all areas of MIT’s research, academic, and administrative departments, labs, and centers (DLCs) to understand education, business, and research objectives in order to negotiate terms of agreements, with a focus on protecting MIT interests and minimizing risk. The Contracts team provides advice and expertise in the areas of strategic analysis, negotiation, due diligence, risk mitigation, regulation and compliance, and contract creation and review. A key thinking partner to VPF and to MIT’s DLCs, the Contracts team also engages in large-scale projects of strategic importance to the Institute, providing a thoughtful business perspective to significant contractual relationships. It collaborates with many sectors of MIT, including the Office of the General Counsel (OGC), the Technology Licensing Office (TLO), Information Systems and Technology (IS&T), Human Resources, and others, as it guides contractual relationships toward solutions that balance both departmental business needs and the Institute’s broader mission and goals.

Position Overview
The Manager of Contracts leads a team of contract professionals who serve the MIT community by reviewing, analyzing, preparing, negotiating, and administering commercial contracts for the procurement of goods and services. Contract commodities cover a diverse and dynamic range of industries including but not limited to professional service agreements, technology services, software licenses, equipment purchases, travel and hospitality, lab supplies and equipment, research collaborations, non-disclosure/confidentiality agreements, and data-use agreements. The ideal candidate will manage the Contracts team adeptly while tackling the most complex agreements, addressing and advising on procurement compliance, policy and risk matters, and enhancing opportunities for positive collaboration and engagement with members of the MIT community. She/he will collaborate with the Director of Strategic Sourcing and Contracts and Institute leaders on matters of risk, policy, and compliance.

Principal Duties and Responsibilities (Essential Functions)

- Consults with faculty, students, staff, and the Contracts team on all matters relating to commercial contracts while simultaneously providing consistent and high-quality customer service to the MIT community
• Supervises the Contracts team in client engagements and provides applicable support in the areas of contract review, negotiation, and execution, pricing and competition, policy and process
• Provides support and advice to the Contracts team on negotiations to ensure the client’s business interests are achieved while protecting risk to the Institute and maintaining positive working relationships with internal clients, and external suppliers and service providers
• Builds and maintains a team that embraces positive relationships with a variety of constituents; is responsible for the overall supervision, annual review process, motivation, training and development of the Contracts team
• Advises and collaborates with community members and VPF’s Strategic Sourcing team to prepare requests for proposals (RFPs), request for information (RFIs) and similar solicitation documents to understand business requirements, embed MIT’s preferred contract terms, and help develop scope and other supporting documentation for secured contracts
• Works with and advises VPF’s Procurement Operations team to ensure terms and conditions and/or contracts meet MIT requirements
• Acts as a resource to resolve contract issues that arise involving interpretation of terms and conditions, changes in requirements, disputes, and communication with the community by consulting and partnering with the Office of General Counsel, Research Administration Services, the Office of Risk Management and Compliance Services, and other MIT departments as appropriate
• Ensures contractual language and procurement process limits exposure for unintended risk to the Institute
• Assures quality and timeliness of work product from the team and client satisfaction with respect to contract requirements and terms and conditions
• Maintains competence in general compliance issues in order to resolve contract administration problems that arise involving interpretation of terms and conditions, changes in requirements, terminations, and disputes
• Maintains and updates contracts training materials and participates/represents VPF in training presentations on contracts/procurement policies and procedures
• Collaborates with the Director of Strategic Sourcing and Contracts to set personal and team goals and determine how to accomplish desired results with appropriate metrics
• Schedules and sets agenda for regular check-in meetings with the team and conducts one-on-one meetings with individual team members
• Supports other functions of the unit during peak periods and absences
• Encourages attendance among team to local and regional meetings and training for professional procurement contracting personnel and stay current on changes in policy and legislation affecting contracts
• Other duties and special projects as assigned

**Qualifications and Skills**

**Required**

• Bachelor’s degree in related field
• Five years of related experience, including four with the administration of complex commercial contracts including reviewing, drafting, and negotiating; contract strategy, compensation structures, commercial contracting terms and conditions, risk analysis, and contractual risk mitigation
• Demonstrated commitment to delivering exemplary customer service
• Prior experience leading teams or projects to successful completion that includes setting and ensuring deadlines are met for the entire group
• Ability to identify and resolve problems and deficiencies within the limits of authority using appropriate degrees of sensitivity, and identify when to escalate issues to the Director of Strategic Sourcing and Contracts as needed
• Demonstrated ability to use strong analytical, negotiation, and organizational skills and to provide accurate interpretation and implementation advice to leadership and staff
• Persuasive and professional verbal and written communication skills to identify, communicate, and implement complex business solutions for clients
• Demonstrated ability to collaborate across a complex, decentralized organization, work effectively as part of a team, and maintain collegial relationships with staff at all levels of the Institute
• Ability to strategically link long-range business goals to daily activities and to prioritize projects

Preferred
• J.D. certification strongly preferred
• Working knowledge and experience with government contracting and Federal Acquisition Regulations
• Previous experience in a university or in-house counsel environment

Supervision Received
Receives supervision from the Director of Strategic Sourcing and Contracts

Supervision Exercised
Manages the Contracts team of Contract Advisors and Senior Contract Advisors

Remote Work
MIT is committed to supporting a safe and equitable workplace. MIT and VPF are developing guidance, policies, and models for returning to work on campus in the fall. As of June 2022, this position is designated as one that can be performed in a hybrid model of three days per week remote, two days per week in the office, and is subject to change.

Covid Policy
MIT currently requires Covid-19 vaccination for all MIT employees who work in the United States. Individuals may request exemption from the vaccine requirement for medical or religious reasons. See MIT Now for more information on MIT’s Covid policies. Offers of employment are contingent on an applicant’s compliance with MIT’s Covid-19 vaccine/exemption requirements.

A background check (including checking criminal records) will be required for the final candidate.

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

This position has a 6-month probationary period for new employees to the Institute.

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.

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.