

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title:	HR- QG290: Manager, Finance	Position Title:	Manager of Strategic Sourcing
Reports to:	Director of Strategic Sourcing and Contracts	Prepared On:	December 2018
Level: Q	Duration (if applicable):	Hours per week/status: 40/Exempt	

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 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. A team-oriented office, VPF strives to exemplify financial and administrative excellence and the highest levels of integrity, inclusiveness, and accountability.

POSITION OVERVIEW STATEMENT

The Manager of Strategic Sourcing leads a team of 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 spend 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, and manages key supplier relationships. The Manager will engage 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 MIT Preferred Suppliers and will build and maintain business relationships with academic and administrative purchasing leads and staff to ensure sourcing activities add value. The Manager will rigorously use spending-related data and analytics tools to guide strategic sourcing initiatives and manage relationships with key suppliers and will have responsibility over a range of commodities for procurement, including information technology, laboratory supplies, services, and equipment, professional and staffing services, travel, hospitality, and event services, and other key commodity areas serving the Institute.

Candidates for this position 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 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 (ESSENTIAL FUNCTIONS)

- Initiates outreach to MIT community to identify strategic sourcing priorities and highlight the value of strategic procurement and the use of MIT Preferred Suppliers
- Conceives and implements strategic sourcing initiatives based on outreach to the MIT community, data-driven analysis, and market expertise

- Supervises a team of strategic sourcing analysts supporting a variety of key commodity areas serving the Institute including, but not limited to: information technology, laboratory supplies, services and equipment, professional and staffing services, travel, hospitality, and event services
- Assures quality and timeliness of work product from the team and client satisfaction with respect to strategic sourcing activity
- Provides oversight to strategic sourcing analysts to develop and articulate job expectations, delegate job responsibilities, and provide input into performance evaluations and development plans
- Conducts competitive bids/solicitations and cost and market analysis to benchmark current and potential suppliers
- Acts as a reliable and trusted liaison between MIT and its suppliers
- Identifies business improvement opportunities and uses key performance metrics to lead continuous improvement initiatives
- Researches and employs innovative sourcing methodologies and strategies to ensure maximum benefit and value for the Institute's resources
- Plans, leads, and implements small, local, and sustainable sourcing programs and procurement practices in line with overall Institute objectives
- Provides strategic oversight of customer engagements, supports relationships, and provides applicable support for strategic procurement activities
- Oversees the review and approval of procurement transactions to ensure compliance with procurement policy and practice; provides consultative service to MIT community on sourcing best practices
- Manages supplier performance and relationships to ensure that MIT product and service agreements provide agreed-on benefits and value and that suppliers comply with pricing and other contractual terms and conditions
- Assists in the resolution of contract administration issues involving interpretation of terms and conditions, changes in requirements, terminations, disputes, or other dynamics
- Maintains and updates strategic sourcing training materials and represents VPF in training presentations on strategic sourcing/procurement policies and procedures and related topics
- Participates actively in the development, implementation, and ongoing evaluation of sourcing, contracting, and other procurement-related business processes and IT systems
- Manages the integration and professional development of MIT's sourcing and contracts teams to achieve strategic sourcing objectives and best practices in procurement
- Recommends and maintains key performance indicators for measuring the financial and operating performance of sourcing team
- Collaborates extensively with managers and staff in VPF business units, including Contracts, Procurement Operations, Accounts Payable, Financial Systems and Data, and the Controllershship
- Collaborates with senior management to deliver best practices for procurement processes and compliance management
- Attends local, regional, and national sourcing conferences and consortia meetings and is up to date with best practices and trends in sourcing and procurement
- 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
- Supports other functions of the unit during peak periods and absences
- Other duties and special projects as assigned

QUALIFICATIONS

REQUIRED:

- Bachelor's degree in business administration, finance, materials management, economics, life sciences, chemistry, engineering, or other relevant disciplines

- At least five years of progressive sourcing experience, including extensive experience developing and executing strategic sourcing plans and proven ability to meet deadlines and maintain poise under pressure in complex negotiations
- At least five years of progressive contracting experience, including moving negotiations forward to a supplier's best and final offer on time, presenting to stakeholders, building consensus, and maintaining poise in challenging negotiations
- A demonstrated track record of facilitating and executing successful sourcing initiatives, and a thorough understanding of contracting methods and procedures, including techniques of specification and contract writing, purchasing law, and ethics
- Strong persuasion and influencing skills and strong interpersonal communication skills to build relationships with internal stakeholders and supplier executives at all levels
- Superior customer-service skills
- Must be detailed oriented with strong organizational skills and have the ability to manage multiple tasks simultaneously
- An advanced skill level in Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook; experience with Enterprise Resource Planning (ERP) systems

PREFERRED:

- Master's degree (e.g., MBA, JD)
- 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

SUPERVISION RECEIVED

Receives supervision from Director of Strategic Sourcing and Contracts

SUPERVISION EXERCISED

Manages a team of 4-5 Strategic Sourcing Analysts

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.

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.