

OFFICE OF THE VICE PRESIDENT FOR FINANCE

Job Description



Functional Area:	Office of the Vice President for Finance, Strategic Sourcing and Contracts		
Job Title:	Strategic Sourcing Analyst 1	Position Title:	Strategic Sourcing Analyst, Small and Diverse Business
Reports to:	Manager of Strategic Sourcing	Prepared On:	June 2019
Grade: 9	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 Strategic Sourcing Analyst, Small and Diverse Business serves as the lead analyst to support VPF's efforts to increase equity and inclusion by leveraging annual buying power, with a focus on increasing opportunities for diverse firms including but not limited to small and local businesses, women and minority-owned businesses, and veteran-owned businesses (SB/WMVB). She/he will connect MIT employees, faculty, and students with new market choices, which highlight the above-named businesses categories that may be able to offer customized solutions to MIT's purchasing needs. In addition to managing and implementing the small and diverse business program, the sourcing analyst will develop a strategy and then implement outreach plans, working collaboratively across the Institute to achieve objectives. The ideal candidate will care passionately about equity and share a commitment to improving access for small, diverse, and underrepresented businesses to procurement opportunities.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

- Lead and support the creation and implementation of a plan to increase MIT's procurement of goods and services provided by small and diverse businesses
- Perform external outreach and develop key networks for small, diverse, and underrepresented businesses
- Design, coordinate, and implement marketing strategies to develop outreach plans and materials to engage small and local businesses, and women, minority, or veteran-owned businesses
- Develop, administer, and implement criteria and procedures for managing the SB/WMVB program
- Gather, analyze, and present statistical data related to a variety of internal and external stakeholders
- Serve as a resource to Strategic Sourcing Team for outreach to SB/WMVB eligible suppliers during Request for Proposal (RFP) process
- Partner with local business organizations to increase visibility of the program and to increase the use of SB/WMVB firms across MIT's supplier offerings
- Establish partnerships with external organizations to form an inter-organization commonality with program goals

- Other duties and projects, as assigned

QUALIFICATIONS

Required:

- Bachelor's degree in a related field
- Minimum of three years' procurement or relevant experience
- At least three years' experience delivering first-rate customer service to a broad constituency
- Demonstrated interest in engaging small and diverse businesses
- Ability to cultivate and maintain constructive relationships with a variety of stakeholders including, professional organizations, special interest groups, public and private sector agencies
- Strong interpersonal skills, demonstrated ability to build positive relationships with key constituents within MIT and in the broader community
- Ability to maintain a professional and respectful demeanor and exercise effective judgment and to deal with sensitive matters with tact and diplomacy
- Ability to analyze and synthesize information in a concise manner and make recommendations to resolve issues
- Excellent written and verbal communication skills, including ability to prepare reports and give presentations
- Must be proficient in Excel, Word, and PowerPoint
- Demonstrated adaptability and flexibility, and ability to reprioritize workload as necessary

Preferred:

- Professional experience in business diversity programs, marketing, and/or outreach
- Demonstrated experience in executing programs or policies designed to support inclusion and equity
- Prior experience in inclusion efforts within government or higher education
- Experience marketing programs that can recognize and address the needs of customers and suppliers
- Certified Professional in Supply Management (CPSM) license preferred

SUPERVISION RECEIVED

Receives supervision from the Manager of Strategic Sourcing

SUPERVISION EXERCISED

None

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.