

Job Overview

Georgetown Strategic Sourcing Department is seeking an experienced supplier management professional to build and strengthen the University's ability to manage existing supplier relationships, expectations and compliance. This position includes leading the growth and adoption of Georgetown's supplier management services.

Supplier Management

- Maintain and effectively communicate the complete list of GU standard and preferred suppliers, emphasizing those with which the University has a Master Agreement and / or arrangements beneficial to the University.
- Track and report on strategic sourcing outcomes, including savings, contract compliance and supplier performance.
 - Gather data and create regular status reporting methods for existing suppliers.
 - Monitor contract compliance and performance for current suppliers.
 - Track and report on supplier and University savings and / or spend targets.
 - Manage and report on stakeholder satisfaction with current suppliers.
 - Establish a process for a contract expiration process to ensure stakeholders have sufficient time to renew, renegotiate, extend or retire an agreement.
 - Implement and maintain GU's supplier diversity program.
 - Work with GU community to set local and national supplier diversity spend goals; regularly monitor and report progress.
 - Create tools, communications and training to educate GU purchasers on diverse supplier options.
 - Manage and leverage GU's involvement with the DC Anchor Partnership program.

Supplier Diversity

Your primary responsibilities will include managing and growing diverse supplier partnerships; creating Supplier Diversity tools, metrics, and training; driving shared value for the university and our diverse partners; and contributing to leadership and market presence from a Supplier Diversity and DC Anchor Institution perspective.

- Lead the execution and ongoing development of the Supplier Diversity Program.
- Develop strategy for tracking the performance of Supplier Diversity goals and metrics across contracts.
- Maintain and expand knowledge of current university topics, programs, and industry/client trends. Use those inputs to recommend and develop best-in-class practices and plans to address any new requirements.
- Partner with marketing and communications to develop and disseminate strategic messages about the Supplier Diversity Program to inform stakeholders and demonstrate the university's commitment.
- Actively contribute to business origination, capture planning and proposal development, advocating for and representing opportunities for diverse businesses

Work Interactions

The Manager, Supplier Management will work with partners throughout the University, including faculty and staff, to ensure our suppliers, including GU's travel management company, are providing excellent service and pricing. The Manager will establish modern methods for gathering and acting upon feedback received. This position will report to the Director, Strategic Sourcing.

Requirements and Qualifications

- Bachelor's degree in applicable field of study; MBA Preferred
- 5+ years managing supplier and/or supplier diversity programs
- Superior customer services and communication skills. Effective use of quantitative and qualitative data to support decision-making
- Ability to gather, analyze and report on data through Excel and other data tools
- Strong leadership presence and ability to effectively present to a variety of audiences
- Experience in the Higher Education sector a plus
- Direct travel management experience a plus

Instructions

Send your resume to Lindsey Poole, Vice President of Strategic Partnership, CNHED at lpool@cnhed.org.