Position: A00655

Date: 8.7.18

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Director, Strategic Sourcing

DEPARTMENT: Finance, Rose Hill

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.

Reporting to the Vice President for Finance, the Director of Strategic Sourcing will lead a team of 12 professionals and oversee the University’s vendor management operations across its three principal campuses. In doing so, the Director will also possess responsibilities that extend to continuously innovating practices; developing and maximizing the value of strategic partnerships with third parties; implementing and leveraging technology to make internal controls stronger and streamline buyer and vendor experiences; identifying cross-functional solutions to optimize sourcing; preparing data-driven, thoughtful analysis to support strategic decisions; and train and develop people across the University on gold-standard purchasing practices.

The ideal candidate is a personable and dynamic manager, with excellent analytical and communication skills, who will build strong partnerships within and outside the University. She or he will have proven experience in the areas of strategic sourcing, process transformation, change management, and the full-circle implementation of new technologies. This individual will lead the transformation of the University’s strategic procurement capabilities and category management processes from that of an area reliant on manual, paper-driven processes into that of an innovative, data-driven, technology-centered apparatus – all while maintaining quality customer-service in adherence to applicable policies, statutes and regulations, and with the highest of ethical standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the entire purchasing operation for Fordham University, including the purchasing of equipment, supplies and services for various commodity areas; manages communication with department/division representatives regarding price, specifications, alternate products or services and delivery requirements.
- Sets the overall direction for the area, including budget management, goal-setting, people management, and strategic planning.
- Serves as a resource in the development of strategic relationships, including corporate partnerships, public/private partnerships, and other collaborative third-party arrangements.
- Manages staff, including annual performance process, training, delegation of assignments and responsibilities, and other guidance and direction as appropriate.
- Ensures adherence to applicable policies and regulations, including federal, state, and local policies.
- Ensures that appropriate policies, procedures, legal, risk management and insurance issues have been properly addressed to protect the University against unnecessary legal exposure and maintains compliance.
- Establishes and maintains cooperative working relationships with University administrators, faculty and staff, government and private agencies, vendors, and the public.
- Remains current on technological changes and product development around procurement and purchasing technology and seeks to continuously improve technology use.
- Continuously seeks to ensure policies and procedures are known, enforced, and continually updated to reflect best practices.
- Participates in market research, proposal evaluation, and negotiations with potential vendors, as needed or requested.
- Directs the preparation of contractual documents with suppliers, including standard contract clauses (in close cooperation with Fordham's Office of Legal Counsel).
- Serves as a partner across the University to ensure purchasing habits are effective, and employees understand guidelines and policies around purchasing.
- Works with University development function to maximize fundraising activity through vendors, as appropriate.

QUALIFICATIONS:

- Bachelor’s degree or higher.
- Certified Professional Purchasing Manager (CPPM) or Certified Purchasing Manager (CPM) is preferred.
- Minimum 10 years in roles of increasing responsibility in procurement, contract administration, or supply chain management at a leading public or private sector organization; experience at large, complex organizations are a plus.
- At least 5 to 7 years of responsible supervision of personnel.
- Finance or accounting background preferred.
- In-depth managerial-level experience in cooperative purchasing and vendor relationship management
- Knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration, and public relations
- Proven success in developing strategic partnerships (e.g. such as for academic programs)
- Disciplined contract negotiator with broad experience executing contracts and managing suppliers
- Proven experience implementing and using technology related to electronic purchasing, contract management, e-sourcing, and other purchasing solutions
- Working knowledge of Banner Ellucian a plus
- Demonstrated ability to make difficult decisions and award contracts impartially and objectively
- Demonstrated ability to interpret and explain complex technical statutes, policies, and code
- Experience in Federal and State agency-based and private grant-funded procurement (Uniform Guidance)
- Knowledge of NY State and group-buying organizations
- Strong managerial, team-building, motivational, and people-development skills
- Able to facilitate collaboration and build trust with senior level personnel, organizational partners, customers, staff, and external vendors.
- Possess complete integrity and high sense of personal and professional ethics
- Excellent customer relationship, communication and interpersonal skills
- Excellent computer skills

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to: hr@fordham.edu