



Job Posting
Director of Contract Services
Massachusetts Higher Education Consortium – Amherst MA

Job Description:

At the MHEC we have a strong and creative team of professionals whose common goal is to produce the best possible publically bid consortium contracts for use by our over 780 members. Our staff collaborates to produce high quality consortium contracts and to provide superior customer service to our members and suppliers. Currently we have an opportunity for a creative and dynamic procurement professional to join our team as the Director of Contract Services. This position will report directly to the MHEC Executive Director and will be considered part of the MHEC leadership team. The person in this position is expected to have a strong work ethic and will lead and manage the MHEC contract development team to develop and deliver the highest quality contract services on behalf of the MHEC membership.

Core responsibilities include:

- Work closely with the MHEC Executive Director as part of the MHEC Leadership Team.
- Be directly responsible for the management of the Contract Department.
- Evaluate MHEC Contract Department needs and develop short term and long term goals.
- Identify areas of potential contract growth and expansion for the MHEC.
- Participate in MHEC strategic planning efforts
- Assist and direct contract managers as needed in the bid development, evaluation, award and supplier management process.
- Manage a portfolio of MHEC contracts as assigned by the Executive Director.
- Manage any issues or concerns related to bid awards, denials, challenges and notices.
- Lead contract team to continually improve and standardize bid process, contracts and terms.
- Lead analytical team on benchmarking and contract pricing and monitoring efforts.
- Develop and negotiate complex RFP's and other contractual documents.
- Monitor competitor's contracts and offerings for pricing and availability.
- Obtain and maintain MCPPO status and certification.
- Ensure departmental compliance with state procurement regulations and research and implement best practices, as needed.

Required Qualifications:

4 year college degree in a related field required (Partial exception for experience may be considered)
7-10 years of Strategic Sourcing or Procurement Experience
Demonstrated ability to develop bid documents and create complex contracts
Previous contract negotiation experience
Strong writing and public speaking skills
MCPPO designation or ability to obtain within 18 months of hire
Other procurement certifications will be considered
Extensive knowledge of Microsoft Word, as well as Excel and Access databases required
Previous management and leadership experience

The expected hiring salary range will be \$80,000-\$85,000, based on experience.

The MHEC is headquartered at 505 East Pleasant Street in Amherst MA and for growth purposes will soon be relocating to 100 University Drive in Amherst Ma. The MHEC is a non-profit purchasing consortium comprised of over 780 members. The MHEC provides high quality contracts which provide substantial discounts, while also saving members valuable professional time and invaluable technical experience. Travel to member and supplier locations throughout New England is required. Some overnight travel will be required.

The Massachusetts Higher Education Consortium is an Affirmative Action/Equal Opportunity Employer.

To obtain a copy of the job description please email your request to hr@mhec.net

Cover letters and resumes will be accepted until June 13th, 2017.

Please send a cover letter and resume to hr@mhec.net or mail to Human Resources, MHEC, 505 East Pleasant Street, Amherst, MA 01003.