

## *Position Announcement*

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### **Massachusetts Higher Education Consortium Director of Contracts and Strategic Sourcing**

Established in 1977, the Massachusetts Higher Education Consortium (MHEC) is a nonprofit purchasing consortium that currently serves over 1,250 members encompassing public and private colleges and universities; technical, vocational, and charter schools; municipalities; libraries; and other nonprofit organizations within the six New England states. On behalf of its members, MHEC develops, bids, and manages highly competitive contracts by aggregating spend volume to achieve remarkable cost savings and administrative efficiencies. MHEC offices are located adjacent to the campus of the University of Massachusetts in Amherst, Massachusetts, a vibrant community in the heart of the Five College region (UMass Amherst, Amherst College, Hampshire College, Mount Holyoke College, and Smith College).

#### **The Position**

The director of contracts and strategic sourcing is a key member of the MHEC leadership team, reporting to the executive director. The director will lead a team of seven full-time professionals dedicated to delivering the highest quality contract services on behalf of the MHEC membership while providing strategic oversight of master contracts generating in excess of \$208 million annually. The director will also be responsible for ensuring that all contracts are systematically managed throughout the contract life cycle, from initial vendor/supplier outreach to development and analysis of the public bid process and awarding. Monitoring and managing follow-up communications are also key responsibilities of the director.

The director will work closely with MHEC senior leadership and the board of directors to advance organizational strategic objectives; identify and develop opportunities for contract expansion in response to evolving membership needs; support staff professional development and continual improvement designed to enhance customer service, maximize use of technology and strengthen work flow efficiencies; calibrate and delegate contract assignments; provide direct management of a small portfolio of vendor/supplier contract relationships; and share routine reports and analysis of contract activity/spend volume with MHEC senior leadership and board of directors. The director is responsible for departmental compliance with state procurement regulations, including integration of best practices. As a member of the leadership team, the director will work collaboratively with other staff, serve on internal committees as required, and travel as needed (approximately 5–10 percent of time), as well as assume other duties as assigned.

#### **Qualifications**

The successful candidate will possess a minimum of a bachelor's degree and progressive professional experience in procurement, contract management, and/or strategic sourcing. Demonstrated staff management, strategic planning, and leadership experience; documented success in bid document development, contract agreement negotiations, and active management of complex purchasing contracts; proficiency using electronic procurement technology, including the e-signature process, Excel, and other database software applications; and evidence of strong written and public speaking skills are required. The following experiences will also be considered in the selection of the director of contracts and strategic sourcing: advanced degree preferred (MBA or master's degree in related field); completion of procurement certification(s); and Massachusetts Certified Public Purchasing Official (MCPPO) designation or ability to obtain within 18 months of hire.

#### **Application and Nomination**

Review of applications will begin immediately and continue until the position is filled. Applications received by September 21, 2018, will be assured full consideration. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at [www.spelmanjohnson.com/open-positions](http://www.spelmanjohnson.com/open-positions). Nominations for this position may be emailed to Valerie B. Szymkowitz at [vbs@spelmanjohnson.com](mailto:vbs@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

**Visit the MHEC website at [www.mhec.net](http://www.mhec.net)**

*MHEC is an Affirmative Action/Equal Employment Opportunity Employer.*