

DIRECTOR CONTRACT OPERATIONS

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About the Position:

E&I Cooperative Services (E&I) is the only member-owned, non-profit procurement cooperative focused exclusively on higher education. We provide our members with unsurpassed value through a broad portfolio of competitively solicited contracts, technology-enabled procurement solutions, and strategic, consultative engagements. Our innovative strategic spend assessments empower members to make informed, analytics-based decisions to capture savings. We collaborate with our suppliers through a performance management program to consistently deliver an amazing member experience.

E&I has an exciting opportunity for a **Director, Contract Operations in our Sourcing & Contracts Department**. This position will be responsible for leveraging contracting best practices and ensuring the proper use of resources resulting in timely, effective, and compliant contracting activity which yields best value contracts that help drive greater member contract adoption and utilization. This position may work out of our corporate office in Jericho, NY or remotely.

At E&I Cooperative Services, we are proud of the company culture we have created. We believe that talented people and the right culture are the most important drivers of our company's success and our employees' satisfaction. We are looking for people who share our core values – people who are: **Mission Driven, Customer/Member “Obsessed”, High Performers; Inclusive, Positive, Collaborative, and who are Always Pursuing Better.**

Essential Duties and Responsibilities:

- Develop, recommend, and implement operating policies and procedures that impact areas of responsibility. Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices. Assist with interpretation of governing laws, rules, and regulations, as well as E&I policies and procedures.
- Manage the proper execution of policies and procedures in the development, management, and administration of contracts to ensure that the Sourcing & Contracts Team is utilizing the best practices and procedures to develop new and viable contracts, in compliance with the agreed upon terms, and will ensure members are able to utilize the contracts. Assist in identifying value-creating activities and eliminating all others which represent waste in systems, processes, procedures, and practices.
- Manage adherence to E&I contracting processes to assure standardization across the Sourcing & Contracts team and that the team executes contracting methodology with excellence and according to the highest ethical standards.
- Stay abreast of the latest developments, best practices, and trends in higher education contracting, ensuring E&I's contract terms and conditions remain tailored specifically for members including the inclusion of key performance metrics and service level agreements (when applicable).
- Engage appropriate leadership and staff to develop policies and procedures to assist in ensuring compliance and utilization of contracts; assess contract utilization, profitability, and performance; and recommend improvements in the contract portfolio.
- Assist with activities related to the pursuit and on-going management of various higher education/public procurement certification and accreditation relationships and with the completion of necessary modifications and enhancements related to changing requirements.
- In collaboration with Marketing and the Category Teams, manage the information in the Contracts section of the E&I website, as well as the contract agreement documentation within the business partner microsites, to ensure all information is current and accurate.
- Assist in the collaboration with the E&I Innovation, Optimization, & Solution team on supplier management and contract performance.

- Assist in the development of a socially responsible contracting program and process that encourages minority and disadvantaged business participation in the contracting process. Socially responsible contracting also includes sustainability and green-related initiatives.
- Conduct proactive and effective strategic sourcing and contract lifecycle management for assigned contract portfolio including, but not limited to, the development and execution of competitive solicitations, contract authoring, negotiations, executions, amendments, renewals, and contract performance reviews that are in compliance with established procedures and formats in a timely and efficient manner in accordance with the category business plans.
- Review day-to-day practices to identify possible areas for improved effectiveness and efficiency and make recommendations to the Vice President Sourcing & Contracts.
- Develop and provide reports to Vice President Sourcing & Contracts that aid in the proactive management of the contract portfolio.

Education and/or Experience:

- Bachelor's Degree required, Master's Degree or equivalent experience a plus
- 8-10 years of experience in procurement with a minimum of 3 years in public procurement
- Specific experience managing contracts required
- Passion for innovation and improvement for organization systems and procedures
- Strong leadership and influence skills that inspire trust, collaboration, and operational excellence
- Strategic business mindset, organizational savvy, executive-level presence, and ability to balance multiple demands simultaneously
- Ability to work independently as well as in a group setting
- Intermediate knowledge of Excel and knowledge of other Microsoft Office programs such as Outlook, Word & PowerPoint
- Excellent communications and management skills
- Excellent customer service, attention to detail, team building, interpersonal, and problem-solving skills
- Dispute resolution skills in negotiation, litigation, and other remedies
- Professional certifications preferred (i.e., CPCM, CPSM, SPSM)
- Must be able to communicate professionally and appropriately with contacts at all levels
- Must be willing to travel approximately 10% of time

E&I offers a competitive salary and a comprehensive benefits package which include Medical, Dental, Vision, Life & AD&D Insurance, LTD, STD, FSA, 401(k), AFLAC and other company sponsored benefits.

Interested applicants, please attach with cover letter and salary requirements to resumes@eandi.org with the position listed in the subject heading. All responses will be viewed with the strictest of confidence.

E&I is an equal opportunity employer and is committed to providing equal opportunities for employment and advancement without regard to an individual's race, color, religion, national origin, age, sex, sexual orientation, marital status, or any characteristic protected by local, state, or federal law.

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