

Vendor Management & Small Business Lead

Job Location US-MA-Cambridge
Requisition ID - 2018-3573

Overview

Draper is an independent, nonprofit research and development company headquartered in Cambridge, MA. The 1,700 employees of Draper tackle important national challenges with a promise of delivering successful and usable solutions. From military defense and space exploration to biomedical engineering, lives often depend on the solutions we provide. Our multidisciplinary teams of engineers and scientists work in a collaborative environment that inspires the cross-fertilization of ideas necessary for true innovation. For more information about Draper, visit www.draper.com.

Our work is very important to us, but so is our life outside of work. Draper supports many programs to improve work-life balance including workplace flexibility, employee clubs ranging from photography to yoga, health and finance workshops, off site social events and discounts to local museums and cultural activities. If this specific job opportunity and the chance to work at a nationally renowned R&D innovation company appeals to you, apply now www.draper.com/careers.

Responsibilities

This position serves as an integral member of the Contracts, Subcontracts, Procurement & Property (CSPP) department. CSPP strives to provide both its internal and external customers with solution-oriented leadership and guidance and is focused on achieving the strategic objectives of the organization while balancing risk and regulatory compliance. The ideal candidate has an interest in contributing to the success of the entire CSPP department in a fast-paced, multifaceted environment. Primary responsibilities will include the development, implementation and maintenance of vendor management procedures and best practices that are efficient and compliant with Government procurement regulations and Draper policy and procedure.

Essential Functions

- Execute sourcing activities for all Draper procurement related products required by various program offices to ensure the acquisition of goods at the best total value.
- Collaborate with stakeholders to identify new suppliers. Develop and issue comprehensive Request for Proposal/Information/Quotes.
- Lead the vendor management initiatives through building strategic relationships that meet and/or exceed the needs of the organization.
- Responsible for the development, growth and maintenance of the Qualified Vendor Program.
- Manage vendor scorecards to track vendor performance and lead vendors through periodic reviews and collaborative initiatives to drive lower cost.
- Responsible for maintaining Draper's Approved Vendors List and all vendor related reports.

- Coordinate vendor capability presentations to internal stakeholders.
- Analyzes vendor/third party risk using inputs including W-9 and supplier certification forms, past performance data, and Dunn & Bradstreet reports.
- Maintains vendor data in the Peoplesoft system and participates in related systems development efforts as needed to provide input and contribute to a comprehensive development strategy
- Coordinate frequently with Programs and Engineering on various vendor related issues.
- Analyzes opportunities and implements process improvements through managing projects for the Procurement organization such as P-Cards improvement, item-specific procurement review processes (ie software), improving vendor records, etc.
- Supervises, motivates and evaluates direct reports in day-to-day operations. Assigns work and monitors staff workload to maximize efficiency.
- Responsible for coordinating the data gathering within CSPP to facilitate reporting of Individual Subcontract Reports (ISRs) and Summary Subcontract Reports (SSRs) into the Electronic Subcontracting Reporting System (eSRS) or other customer-specific reporting tools. This responsibility requires the maintenance of reporting documentation, databases and the like.
- Works with Procurement to help identify small business opportunities.
- Reviews and monitors the utilization of small businesses in accordance with contract requirements. Assists in monitoring subcontracting performance to achieve overall subcontracting plan goals at a contract level.
- Outreach to small business trade associations and other organizations to build relationships and support for outreach events.
- Attend outreach activities, trade fairs and various events to identify qualified small and diverse businesses.
- Supports all Small Business audits and other Government audits as necessary.

Qualifications

- Bachelor's degree with 5-7 years in a contracting environment performing vendor management, strategic sourcing or supply chain function.
- MA/MBA/JD preferred.
- Working knowledge of the FAR and DFARS acquisition regulations and Small Business Concerns.
- Able to handle multiple assignments and deadlines in a fast-paced environment.
- Able to quickly understand processes and ensure adherence to the same.
- Must be able to deploy a systematic approach to work, and must have an aptitude for performing work functions in a timely and well organized manner with limited oversight.
- Excellent customer service skills, with ability to initiate and foster collaborative relationships both internally and externally.
- Must be able to represent CSPP in executive-level meetings.
- Must possess excellent problem solving and communication skills that can be deployed to collaborate effectively with different functional teams on a variety of topics.
- Must be able to successfully perform on assignments where erroneous decisions or failure to achieve objectives would have a serious effect upon the administration of the organization.

- US Citizen with ability to attain a government clearance.

Equal Employment Opportunity

Draper is committed to creating a diverse environment and is proud to be an affirmative action and equal opportunity employer. We understand the value of diversity and its impact on a high-performance culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Draper is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, please contact hr@draper.com.