



SUPPLIER DIVERSITY PROGRAM MANAGER

Location: New Castle, Delaware

T.H. Easter Consulting has been retained to find the company's next **Supplier Diversity Program Manager**. This position is with a mid-size, government agency that has a family-oriented, business-casual cultural. The role is a mid-manager position, responsible for the development, implementation, preservation and all reporting required of the Company's Supplier Diversity program. This position reports to and performs responsibilities under the direct supervision of the Procurement Manager.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the Company's Disadvantaged Business Enterprise (DBE) program; serves as the responsible Liaison Officer (DBELO) to all required federal agencies; calculates DBE goals, monitors and ensures participation in federal-aid contracts; stays well-informed of applicable U.S. law (49 C.F.R. Part 26); files all required information and reports in a timely fashion; assists qualified businesses in obtaining DBE certification
- Manages all aspects of the Company's Supplier Diversity program in accordance with the company's Policy; analyzes the current state of participation, establishes goals and metrics and designs actionable strategies
- Works with the company's leadership and Procurement to understand needs and vendor requirements, identifies high-probability sourcing opportunities, and locates and pre-qualified diverse business for inclusion in the bid process
- Reviews contract opportunities during the project development stage and provides strategic advice to assure attainment of the Company's supplier diversity goals and objectives
- Coordinates and aligns internal and external constituents and stakeholders on the importance and relevance of the program, builds support and helps to teach diverse businesses how to become successful at the Company
- Educates and assist vendors, bidders and service providers in complying with the Company's supplier diversity goals and policy
- Represents the Company in the diversity community by building relationships with key organizations, hosting a the company's presence at Delaware and New Jersey information sessions and outreach events, and serving as a primary contact for the company's diverse business relationships
- Other duties, responsibilities and special projects as assigned

II. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of principles and practices of DBE program administration and related programs required of federal aid grantees
- Knowledge of common principles and practices of contract administration

- Strong data analytics: Ability to lead the analysis, tracking and management of category spend across a broad range of spend areas and types



- Demonstrated understanding of the procurement process and common principles and practices of contract administration in the public sector
- Working knowledge of principles and practices of supplier diversity programs and ability to apply best practices in program management
- Ability to implement category spend strategies and frameworks
- Strong interpersonal and relationship management skills, with the ability to effectively influence people and decisions
- Highly skilled at using personal computers and e-procurement tools; advanced skills using of standard office system software including Microsoft Word and Excel
- Ability to utilize customized software systems and to extract data from databases and organize into useable content
- Ability to establish and maintain effective working relationships with department officials, associates, contractors, employees, bidders and the public
- Strong verbal and written communication skills
- Ability to provide excellent customer service

III. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university
- Minimum of three (3) years' experience of supplier diversity program management

IV. PREFERRED EDUCATION AND EXPERIENCE

- Master's Degree from an accredited college or university (MPA or MBA preferred)
- Five (5) years of experience in federal-aid or grant administration (as grantee)

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Must possess valid driver's license
- Must obtain ISM Certified Professional Supplier Diversity (CPSD) certification within six (6) months of hire

VI. ADDITIONAL REQUIREMENTS

Subject to a background investigation and pre-employment physical



BENEFITS INCLUDE:

- Medical, Prescription Drugs, Dental and Vision
- AD & D, Supplemental Life Insurance, Voluntary Dependent Life Insurance and Long-Term Disability
- Retirement Savings, Pension
- Flexible Spending Account
- Vacation and Holidays

Open to Relocation

(Salary is commensurate with experience and skills)

If you are interested in applying for this position please complete the on-line application at <https://jobs-theasterconsulting.icims.com/jobs/1038/supplier-diversity-program-manager/job>, www.theasterconsulting.com

Thank you!