

<b>Title: Assistant Director, Strategic Partnerships</b>	<b>Job Code: 193170 Category: 02 FLSA: Exempt</b>
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**PRIMARY PURPOSE:**

Develops and manages strategies and key initiatives ensuring stakeholders are aligned and common goals are achieved within established timeframes. Reports to the Executive Director of Supply Chain

**ESSENTIAL DUTIES:**

- Represents Procurement interests in developing and maintaining strategic partnerships that will focus on internal customers, but may include supplier partners, and other internal and external stakeholders
- Works closely and collaboratively with key internal and external stakeholders to execute procurements and strategic initiatives
- Markets, sells, and represents Procurement department services in order to maximize project involvement in order to reduce timelines and roadblocks
- Identifies critical resource expertise and targets appropriate internal and/or external sources to ensure optimal outcome(s) to strategic initiatives
- Develops strategies to successfully implement strategic initiatives.
- Establishes and continually monitors/manages customer expectations and works with Procurement team to exceed expectations; identifies issues for resolution to ensure optimal team effectiveness.
- Prepares and maintains status reports and schedules; tracks milestones/deliverables, critical paths and dependencies; re-sets expectations as needed in consideration of project progress/outcomes.
- Collaborates with team members both internal and external to ensure optimal outcomes; builds, develops, and maintains relationships vital to partnership success.
- Works collaboratively with stakeholders, leadership, and other related staff to define and identify all required infrastructure needs to ensure successful launches and ongoing project operations.
- Organizes business review meetings with strategic partners on at least a bi-annual basis with internal and external stakeholders as needed.
- Facilitates administrative policies and work groups.
- Communicates with other department and university administrators and resolves or assists with the resolution of sensitive issues.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong knowledge of project management principles, change management practices, and techniques needed for large, complex projects.
- Demonstrated success in managing a key client list on complex projects
- Experience with frequently leading meetings and presentations with senior leaders including C-Level staff
- Experience working directly with procurement and supply chain professionals

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- Knowledge of strategic planning
- Skill in interpreting complex regulations into an understandable format for non-experts
- Skill in project assessment and implementation
- Skill in both verbal and written communication
- Skill in establishing and maintaining effective working relationships and establishing and facilitating work teams.
- Ability to establish and maintain effective working relationships in a diversified population
- Ability to stimulate changes in individual, institutional, and corporate behaviors to create a more sustainable environment
- Ability to lead by example in communicating, participating and encouraging support of the institution's sustainability programs

**WORKING ENVIRONMENT:**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse (75%); required to stand for varying lengths of time and walk moderate distances to perform work (10%)
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds (15%)
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions

**EQUIPMENT USED:**

- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals

**SUPERVISION RECEIVED/GIVEN:**

- Receives managerial review of assignments for adherence to established objectives and goals

**MINIMUM QUALIFICATIONS:**

Bachelor's degree AND five (5) years of related sales, customer service, or consulting experience; OR, Nine (9) years of related sales, customer service, or consulting experience; OR,  
Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.