VACANCY ANNOUNCEMENT

TITLE: Procurement Specialist

DEPARTMENT: Finance and Accounting

SCHEDULE: Full-Time, 40 Hours/Week

WORKSITE: 1707 New Hampshire Ave., N.W.
Washington, DC 20009

REPORTS TO: Director, Finance and Accounting

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY
The Procurement Specialist reports to the Director of Finance and Accounting and will be responsible for working with the Sorority’s Headquarters Departments to develop and execute contract documents. The Specialist will provide oversight over the development of statements of work, deliverables, payment schedules and other contract requirements. As needed, the Specialist will communicate with vendors and lead contract negotiations. A successful candidate will become familiar with core programs and be able to execute contract activities with minimal supervision.

DUTIES AND RESPONSIBILITIES
- Develops an understanding of organizational and program-specific policies and procedures, fosters strong relationships across functional areas and collaborates with program teams;
- Works proactively to determine when there is a need for a contract, contract extensions, amendments or renewals; supports vendor selection as needed;
- Leads a competitive Request for Proposals (RFP) process to facilitate provider selection, due diligence and risk management evaluation/reporting. This may include referring to an established list of preferred providers by service type; developing proposal solicitation strategies and coordinating the distribution and/or collection of vendor due diligence information;
- Leads negotiations, planning and coordinating the negotiations strategy with internal customers and conducting negotiations on pricing, payment schedules and other provisions;
• Leads purchase requisition process including: confirming budget responsibility, source of funding and proper coding, providing market pricing information in support of price negotiations, assisting with writing basic scopes of work and deliverables, and linking payment to deliverables as appropriate;

• Creates contract and grant packages by obtaining all necessary and relevant documents from the vendor; accurate and properly coded contract and grant agreements, purchase orders and expense items; facilitating the review, approval and execution of final contract documents by authorized Delta Sigma Theta and vendor signers; and

• Review all documents for compliance with Delta Sigma Theta’s policies and procedures.

MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS

• Bachelor’s degree in Business Administration, Accounting, or related field required. Advanced degree will be weighted in interview;

• Three years of relevant contracting, procurement or grants administration experience in a complex and fast-paced environment. Experience in non-profits or universities preferred;

• Strong financial management experience, including developing budgets and pricing details in support of work plans, fees and expenses; generating reports and analyzing and communicating financial data and information;

• Strong problem-solving and analytical skills;

• Keen attention to detail and outstanding organizational skills;

• Ability to balance multiple priorities, organize time and work autonomously;

• Ability work professionally and collegially within a creative, fast-paced corporate culture that emphasizes excellence and teamwork;

• Strong interpersonal skills, including the ability to develop and manage productive relationships with staff, consultants and partners. The ability to work collaboratively with various departments, individuals and external partners; and

• Membership in Delta Sigma Theta Sorority, Inc. is preferred, but not mandatory.

Before applying, please visit our website, www.deltasigmatheta.org, to familiarize yourself with who we are and our mission. To apply for this position, submit a current resume that reflects that you possess the required qualifications, along with a cover letter that specifically states your salary requirements.

Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W.
Washington, DC 20009
Attn: Human Resources Director

Or email – hrmanager@deltasigmatheta.org