



Career Opportunities

Managing Director Supplier Development

Weekly Work Hours: 40

Compensation Range: Staff Range N08

Salary Minimum: \$85,000.00 Annually

FLSA: United States of America (Exempt)

Position Type: Staff

Position Summary

Responsible for directing the activities of a specific department or organization, ensuring business goals and objectives are met.

Required Knowledge, Skills and Abilities

- Manages the activities and productivity of a department or organization. Ability to think strategically and innovatively creating realistic plans and workflows. Ability to manage teams to achieve challenging deliverable objectives to meet the vision, mission, and goals of the organization/district. Complies with district policies/procedures as well as applicable local, state and federal rules and regulations.
- Must be able to implement new and/or improve existing processes that impact organizational performance and customer satisfaction. Keeps up to date on trends and best practices in area of responsibility incorporating new facts and ideas into business processes; open to change and applies creative thinking to develop solutions based on new methods and technologies.
- Ability to use independent judgement as well as the ability to work collaboratively in a team environment. Networks with potential clients and/or stakeholders to acquire new and innovative business tactics and ideas. Represents the organization to key stakeholders, the public and business partners.
- Must have well developed skills in prioritizing, organization, decision making and time management. Provides staff with the tools, resources, and materials necessary to meet the goals of the organization.

- Must be results oriented in addition to having strong business-development skills and the ability to interact with diverse, multicultural clients and/stakeholders, both internal and external to the district.
- Must be an effective communicator with outstanding interpersonal, written, verbal and presentation skills as well as excellent leadership and customer service skills, management experience and the ability to motivate employees.

Key Responsibilities

- Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within Dallas College community network
- Demonstrated ability to provide oversight of Dallas College Supplier Development program including outreach efforts, metrics, reports, educational programs, and support for all suppliers including historically under-utilized businesses.
- Manage and provide strategic direction in the operation of the Supplier Development Program.
- Responsible for facilitating the design, operation, and management of the Supplier Development Program. Actively engaged and demonstrated leadership for building strong partnerships and alliances to support diverse chambers of commerce, trade organizations and certification agencies Ability to work with minority-owned businesses and organizations.
- Demonstrated ability to provide management and strategic direction to small businesses.
- Provides assistance and programs to help grow small businesses.
- Tracks expenditures for diverse groups, tracks and records expenses in B2Gnow software for second tier expenses.
- Supervises administrative staff and ensures appropriate staffing levels are maintained.
- Monitors and tracks upcoming formal solicitations; informs small vendors on our database of these opportunities and tracks their participation.
- Provides internal buyers training on the use of our small business database.
- Introduces qualified small business to available procurement opportunities.
- Manages a team of three members. Must be able to make presentations to organizations regarding results of the supplier development program to key stakeholders on a quarterly basis.
- Attend after-hour events pertaining to supplier development.

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- Completes required Dallas College Professional Development training hours per academic year.
- Performs other duties as assigned.

Physical Requirements

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

Minimum Qualifications

- Bachelor's degree or higher in related field plus five (5) years of work-related experience and two (2) years of supervisory experience.
- Must have a valid driver's license.
- Official transcript will be required.

Preferred Qualifications

- Certified or experienced in supplier diversity
- Bilingual or Multi language skills preferred
- Spanish speaker preferred

*** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

About Us

Since 1965, Dallas College, formerly Dallas County Community College District, has served more than three (3) million students. Comprising seven campuses located around the Dallas/Fort Worth area, we are one of the largest community college systems in the state of

Texas. We strive to be a leader in the community college space, placing students at the center of everything we do.

Dallas College is committed to cultivating an environment of opportunity and belonging for all students and employees. We recognize that the Dallas College workforce, and the diverse talent that stems from it, is directly linked to our success. We are part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of any protected attribute, including race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression, veteran status, pregnancy or any other basis protected under applicable law. In accordance with applicable law, Dallas College will make reasonable accommodations for applicants and employees' religious practices and beliefs, as well as any mental health or physical disability needs.

Applications Deadline
August 1, 2024

About Us



Dallas College is one of the largest community colleges in Texas. Since 1965, we have helped almost 3 million people on their educational journey. Dallas College originally operated as a district of seven independently accredited colleges. In 2020, those colleges united under a single name in order to offer our students a more streamlined, more convenient experience. The seven original campuses live on as our primary locations.

Locations

[Brookhaven](#)
[Cedar Valley Campus](#)
[Eastfield](#)
[El Centro](#)
[Mountain View](#)
[North Lake](#)
[Richland](#)