



## **ROCHESTER PROCUREMENT EQUITY PROJECT** **an initiative of Rochester Area Community Foundation**

**POSITION TITLE:** Director, Rochester Procurement Equity Project (RPEP)

**REPORTS TO:** Vice President, Community Programs, and RPEP Advisory Committee

### **ABOUT ROCHESTER AREA COMMUNITY FOUNDATION**

Rochester Area Community Foundation, in partnership with generous philanthropists and community partners, works to improve the quality of life for people who live and work in the eight-county region (Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, and Yates counties). The Foundation is focused on two broad goals: creating an equitable community and strengthening our region's vitality.

### **ABOUT THE ROCHESTER PROCUREMENT EQUITY PROJECT**

This highly visible role will support and lead a new strategic initiative of the Rochester Area Community Foundation, Rochester Procurement Equity Project (RPEP), designed to transform procurement practices in partnership with some of Rochester's largest employers in the Rochester Region (Baldwin Richardson Foods, Excellus BlueCross BlueShield, Eastman Kodak, Regional Transit Service (RTS), University of Rochester, University of Rochester Medical Center, Wegmans Foods Markets, Pike Construction, and RG&E). The mission is to create a platform for its members to explore strategies, share resources, and pursue opportunities to engage, support and increase their spending with Rochester-based minority-owned businesses, especially Black-, Latino-, and Indigenous-owned businesses.

### **POSITION DETAILS**

The Director will develop and lead RPEP by facilitating collective learning and implementation of targeted activities, providing briefings to partnering executives, and enabling capacity building to drive procurement to local black and brown businesses. The Director will provide primary support to the stakeholders of RPEP, including member organizations (executives and procurement leads), local minority-owned businesses, business service organizations and the Community Foundation. The Director will need to be flexible, work independently, and be capable of embracing a variety of roles, from facilitator to business analyst, project manager, consultant and advocate.

The Director will work with a Purchasing Group comprised of procurement staff from each RPEP member organization, helping them to uncover policy and procedural barriers to inclusion, support the removal of those barriers, identify new purchasing opportunities, and connect them to businesses that can respond to identified opportunities to fulfill the need for goods or services. The Director will report to an Advisory Committee, RPEP's oversight body, comprised of CEOs and other leadership from the member organizations, and to the RACFI Board, the Community Foundations' governing body responsible for initiatives.

### **PRIMARY RESPONSIBILITIES**

The Director will have a series of intersecting responsibilities that serve the needs of member organizations, their executives and procurement representatives, local minority-owned businesses, business service organization partners, and Rochester Area Community Foundation. These responsibilities may include but are not limited to:

### Purchasing Group Responsibilities

- Plan, prepare and convene regular Purchasing Group meetings that provide a platform for knowledge-sharing and building expertise. Facilitate meetings and follow up with individual members to provide support for the ongoing efforts and identify new opportunities to fulfill the mission and goals of RPEP.
- Work with individual members outside of group meetings to customize direct-service offerings related to contracting, procurement processes, and evaluate individual opportunities for improvement.
- Coordinate programming with RPEP members, such as supplier pitches, training workshops (e.g. DEI, communications), inclusive contracting workshops, and best practices sharing sessions to facilitate education and capacity building.
- Identify supply gaps, or goods/services needed by RPEP members that are not being met by local businesses and determine the feasibility of supporting local minority-owned businesses to fill the demand.
- Collaborate with RPEP's data analytics partner on the collection of RPEP member spending data, interpreting the data analysis, reporting results to members and utilizing the data to set spending goals and strategies with RPEP members.

### Supply Side Responsibilities

- Work to understand challenges facing minority-owned suppliers attempting to connect with RPEP members and connect them to business service organizations or any relevant providers of technical assistance, financing, or other business supports if needed.
- Work with local business service organizations to match minority-owned businesses to contract opportunities and leverage available services to support capacity building for those businesses that are not yet ready to match with the major employers.
- Partner with business service organizations to design and facilitate special events and initiatives, such as matchmakers or training workshops.
- Oversee the continued development of RPEP local minority supplier database to ensure inclusion of locally headquartered minority-owned businesses as they are identified.

### RACF Infrastructure Responsibilities

- Manage the RACF's Mission-Related Investing (MRI) Fund, currently devoted to investing in local BIPOC-owned businesses. Responsibilities include coordinating the MRI Oversight Committee meetings and communication, presenting to RACF's board of directors for approval on the use of funds, implementing and overseeing the reporting of existing and future intermediary partners, interfacing with the impact investing consulting firm, and having a strong understanding of Rochester's entrepreneurial ecosystem.
- Manage the growth and extension of the team, as needed, including supervision of contractors, consultants and colleagues.
- Provide RPEP updates to the Advisory Committee three times per year, including an annual review and report of overall progress of RPEP activities including challenges and opportunities for the initiative. Provide RPEP updates to the Community Foundation's President & CEO and Vice President of Community Programs to regularly update the RACFI Board.
- Work to ensure overall sustainability of the initiative and the institutionalization of change for each RPEP member organization so that new behaviors eventually become common practice.
- Accountable for designing a communication strategy in concert with member organizations and RACF.

## DESIRED SKILLS, EXPERIENCE, AND REQUIREMENTS

### ***Basic Qualifications***

- Interest in and commitment to leveraging corporate and institutional resources and cooperation to build wealth for individuals in the Rochester region and close equity gaps
- A bachelor's or equivalent experience and 3-to-5 plus years of prior relevant experience
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook; basic understanding of database management
- Demonstrated track record of strategic planning and execution leading to the accomplishment of key organizational goals
- Significant experience working with executive leadership and / or board governance
- Strong organizational and time management skills; entrepreneurial spirit; self-motivated and flexible; demonstrated ability to complete tasks with minimal oversight and to work independently
- Experience in program design/management, nonprofit management, business development or economic development, and effectively communicating a case for policy or programmatic changes
- Experience facilitating large groups and consulting and managing individual partner/client relationships
- Excellent communication and interpersonal skills

### ***Preferred Qualifications***

- Experience in local community development and/or working with communities of color in Rochester
- Working knowledge of university, hospital, or corporate supply chains and/or local and inclusive procurement practices
- Five-plus years of strategy development and implementation, supply chain management, financial management, business process re-engineering
- Demonstrated supplier diversity or small business advocacy experience in a corporate environment, government contracting entity, or nonprofit organization
- Direct experience working with or owning small businesses
- Working knowledge of Business Intelligence tools (such as Power BI)

This position is based in Rochester, NY. While some activities may take place virtually, it is not a remote position. No compensation will be provided for relocation.

## COMPENSATION

The salary range for this position is \$105,000-\$115,000. Compensation is based on experience, with the standard Community Foundation benefits package.

## TO APPLY

Please submit an application including a resume and a cover letter describing *how your experience and skills would be applied to this position* through this [form](#). If you have any questions, please reach out to Antonina Simeti ([asimeti@u3advisors.com](mailto:asimeti@u3advisors.com)) or Shea O'Neill ([soneill@u3advisors.com](mailto:soneill@u3advisors.com)).

*In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.*

*Rochester Area Community Foundation is an Equal Opportunity Employer and believes in the value of a diverse workforce.*