



Position Specification

Rockefeller Foundation
Director, Strategic Sourcing

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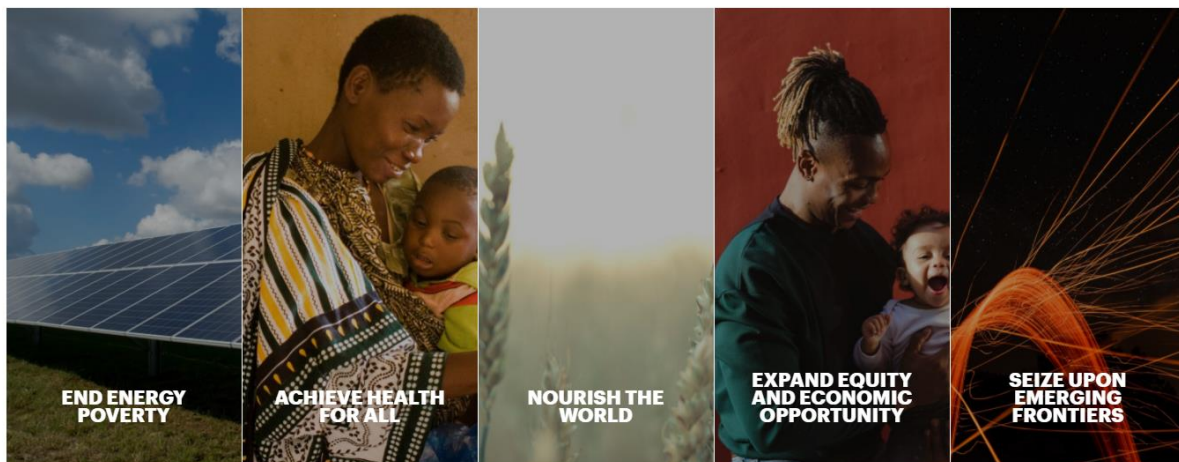
Rockefeller Foundation

The Rockefeller Foundation's mission – unchanged since 1913 – is to promote the well-being of humanity throughout the world. Today the Foundation advances new frontiers of science, data, policy, and innovation to solve global challenges.

Over the course of the 20th Century, The Rockefeller Foundation made great progress in the fight against global poverty by tackling some of the greatest issues of the times – building the infrastructure of public health and eradicating disease, and later transforming agriculture to confront the challenges of hunger, malnutrition, and food insecurity. By harnessing the power of scientific advancements, the Foundation helped catalyze pivotal moments in the persistent efforts to eradicate poverty over the last century. Today, we are at another critical tipping point - one where energy access and consumption provide the single best opportunity for fighting poverty across the world.

As a science-driven philanthropy focused on building collaborative relationships with partners and grantees, The Rockefeller Foundation seeks to inspire and foster large-scale human impact that promotes the well-being of humanity by identifying and accelerating breakthrough solutions, ideas and conversations. From their very first grant—to the American Red Cross more than a century ago—through to today's vast array of initiatives, The Rockefeller Foundation has built a reputation as a trailblazer that convenes unlikely partnerships and sparks innovations for transformative change. The list of greatest achievements is long. Rockefeller Foundation founded the modern field of public health, developed vaccines to help eradicate diseases such as yellow fever and malaria, funded urban visionary Jane Jacobs, and catalysed a Green Revolution.

The Foundation is focused on core commitments: to end energy poverty, achieve health for all, nourish the world, expand economic opportunity, and seize upon emerging frontiers. We are pursuing these goals through innovative partnerships and through impact investments that find new ways to leverage private capital for social good.



The

Rockefeller Foundation is among the most respected and deep-rooted of American philanthropies. And yet we have retained our fleet-footedness, as seen by The Foundation's swift response to the COVID-19 crisis. As from its earliest days more than a century ago, The Rockefeller Foundation is serving as a crucial catalyst, convener and innovator, helping the private sector and government do more to ease the pain of the pandemic. All told, the Foundation has given more than \$17 billion in current dollars to support thousands of organizations and individuals worldwide.

As an organization, the Foundation focusses on six values to advance their culture and to continue their success. The Foundation is dedicated to being Trusted, Optimistic, Accountable, Collaborative, Transparent and Equitable. It operates from a strong commitment to equity, diversity and inclusion in everything that they do. It's not only the right thing to do – they believe they couldn't make an impact without the diverse perspectives and experiences of their team members. They expect all employees at the Foundation to contribute by developing their unique perspective and talent, and to challenge conventional wisdom through evidence and reason, and by amplifying marginalized voices.

Further information about the foundation's impact is here: <https://www.rockefellerfoundation.org>

The Role

The Director of Strategic Sourcing reports to the Vice President of Foundation Services and works collaboratively across functions to manage operations, processes, and systems. The Director will oversee all procurement activities and vendor partnerships. They will work closely with the Foundation's leadership, and a team of global office managers across regional offices (Bellagio, Nairobi, Bangkok, and Washington, DC), to centralize global procurement processes, and compliance for the Foundation. This is a demanding role, requiring proactive decision-making, policy development, and managerial responsibility.

Principal Duties and Responsibilities

- Create and enforce procurement policies to ensure appropriate approval levels are obtained, risks and opportunities considered, and team buy-in achieved.
- Evaluate current practices and procedures and implement plans for improving efficiencies in the procurement process.
- Manage and thoroughly vet all Foundation suppliers, ensuring services meet the highest quality in execution, performance, and compliance of RF policies.
- Develop organizational procurement strategies, including structured governance and planning processes.
- Gather stakeholder and subject-matter expertise and insights to ensure sourcing solutions meet the organization's needs.
- Category management for a portfolio that includes real estate, procurement and contracting, IT, security, temporary labor, travel, risk subscriptions, and events management.
- Ownership of purchasing policy and processes as well as driving compliance throughout the organization.
- Develop cost-reduction opportunities, including development of performance metrics and targets.
- Oversight of complex purchasing transactions involving competitive bids, negotiations, and contract review for accuracy and compliance to policy.
- Analyze and leverage procurement data to provide management with timely analyses to drive efficiencies.
- Engage with stakeholders to define the procurement initiatives (e.g., contract management, strategic sourcing, purchase order management, purchase request review checklists, open receiver reviews, aged purchase order reviews, etc.).
- Manage supplier performance metrics and analyze spend and trends versus budget. Ensure integrity of savings tracking and reporting efforts, and work with the financing team, as well as requesting departments, to ensure realization of negotiated savings.
- Support the business in its endeavors to monitor suppliers' performance in line with established performance metrics, contractual obligations and service level agreements.
- Oversee the Foundation's Business Continuity Management processes, including the revision of key business continuity plans, emergency preparedness scenarios, and development of staff trainings.
- Partner extensively with internal stakeholders (Finance, IT, Human Resources, etc.) and external vendors to improve processes, employee experience, and effectiveness of business processes.
- Oversee the company's travel policy and the procurement of \$4+M global travel spend leveraging numerous partners (suppliers) including airline, hotel, ground, visa services and travel technology provider.
- Oversee the effective use of applications and widgets for space management, venue management and Salesforce.

People Management

- Oversee managers and employees within the Foundation Services department using tailored approaches.
- Collaborate across the organization to ensure the highest vendor performance is maintained and procurement procedures are followed.
- Embrace a culture of inclusivity, belonging, and diverse perspectives.
- Support the development of the team and provide meaningful feedback.

Communications and Relationship Management

- Respected by Foundation senior leadership and external partners.
- Engage effectively with experts in wider forums.
- Facilitate partner interactions to advance Foundation strategy; lead a partner relationship towards a long-term goal.
- Contribute to broadening the Foundation's network.

Candidate Profile

The successful candidate will be a proven procurement expert with experience leading a large organization in a world-class procurement environment. They will have had significant exposure to best practices in the areas of procurement and will be capable of transferring that knowledge to an organization looking to develop new procurement strategies. Consequently, an individual with the broad business acumen to interact with general management at a senior level is critical, as is a team and relationship orientation that will promote the procurement initiative through persuasive means.

Education, Experience, and Skills

- Recognized credibility in Strategic Sourcing, Procurement, Supply Chain, Finance, Operations Management or a comparable field.
- Generally expected to have 10+ years of relevant experience and an understanding of global NGO/ Non-Profit management.
- Good understanding of strategic sourcing and vendor management.
- Excellent negotiation skills.
- Strong communication and collaboration skills to work across functions and at all levels of the organization to create cost effective, innovative, and sustainable sourcing solutions.
- In-depth knowledge of and experience with global procurement and sourcing processes, legal contract negotiations, and contract management.
- Bachelors required; Masters preferred.

Qualifications and Competencies

- **Balances Stakeholders:** Anticipates and balances the needs of multiple stakeholders.
- **Develops Talent:** Develops people to meet both their career goals and the organization's goals.
- **Directs Work:** Provides direction, delegating, and removing obstacles to get work done.
- **Manages Complexity:** Makes sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- **Values Differences:** Recognizes the value of different perspectives and commits to inclusion, equity, and diversity in every aspect of work.

How to Apply

The Rockefeller Foundation has retained Russell Reynolds Associates to advise on this appointment. To apply for this role please send a copy of your CV and a Statement of Suitability to responses@russellreynolds.com, including the role title and reference 2204-073L in the email subject line.

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The Rockefeller Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status, or liability for service in the United States Armed Forces.

The Rockefeller Foundation is an Equal Opportunity Employer.