



*The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.*

Indy Chamber	Job Expectations	
<b>Title</b>	Procurement Program Director	<b>Exempt</b>
<b>Reports to</b>	Vice President, Indianapolis Economic Development	<b>Date last revised:</b> 7/1/2018
<b>Supervises</b>	None at this time; however, supervision of future positions is possible.	
<b>Summary</b>	<p>The Procurement Program Director will perform the following duties:</p> <ul style="list-style-type: none"> <li>• Successfully develop strategies and execution efforts to increase the amount of local spending on goods and services with Marion County and Central Indiana companies among Anchor Institutions.</li> <li>• Develop and maintain strong relationships with Anchor Institution leadership and department heads engaged in procurement efforts.</li> <li>• Regularly convenes anchor procurement leaders to understand supply opportunities and constraints.</li> <li>• Establish and report baseline goals and metrics for the overall anchor procurement strategy and among individual anchor institutions.</li> <li>• Conduct gap analysis of anchor institutions' supply chains considering costs, quality, and logistics, and other factors.</li> <li>• Develop an Anchor Support Center for anchor institutions and suppliers in partnership with Business Ownership Initiative (BOI) and other anchor implementation partners.</li> <li>• Oversees the Indy Chamber's "Doing Business With" programming.</li> <li>• Develop a robust supplier database for regional suppliers.</li> <li>• Connect businesses, particularly XBE businesses, to coaching for capacity building and growth and capital sources through BOI.</li> <li>• Develop training and workshops for small businesses on anchor procurement policies and procedures.</li> </ul>	
<b>Evaluation of performance</b>	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all	



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	policies and standards set by the Chamber; and consistently demonstrating established Chamber values.
<b>Performance metrics</b>	Performance metrics for this position will be established annually based on: <ul style="list-style-type: none"> <li>• Successful development and implementation of procurement strategy.</li> <li>• The percentage of total goods and services from Marion County and Central Indiana businesses being utilized by Anchor Institutions.</li> <li>• Board and Stakeholder relationships</li> <li>• Internal relationships</li> </ul>
<b>Key outcomes expected</b>	<ul style="list-style-type: none"> <li>• Increased spending by Anchor Institutions on local businesses.</li> <li>• Securing buy-in from anchor institution leadership to develop, refine, and implement the procurement program.</li> <li>• Increased participation of XBE business entities engaged in work with anchor institutions.</li> </ul>
<b>Critical skills, knowledge, and behaviors</b>	<ul style="list-style-type: none"> <li>• Demonstrated success in procurement, supply-chain management, preferably as a head of procurement.</li> <li>• Knowledge of sourcing and procurement strategies.</li> <li>• Talent for developing and managing relationships with a diverse group of stakeholders from small business leaders to anchor institution executives.</li> <li>• Representing the Indy Chamber and staff in public events and professional settings.</li> <li>• A collaborative and strategic partner to Indy Chamber staff with special emphasis on BOI and economic development.</li> </ul>
<b>Experience, education, degrees, licenses</b>	B.A./B.S. 5-7 years procurement management or related experience. Business ownership or executive leadership experience preferred
<b>Physical demands</b>	Must be able to work proficiently with computers and other office equipment. Some travel required to Center Indiana locations for meetings, events, programs, etc.
<b>Work environment</b>	Work is performed in an office environment. Attendance will be required at Indy Chamber event and meeting locations generally in Central Indiana. Work is often conducted before, during, and after traditional business hours (i.e. 8-5).
<b>Received</b>	



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	<p><b>Signature</b></p> <p><b>Date</b></p>
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