WNET New York Public Media

Title: Director of Procurement

Location: 825 Eighth Avenue, New York, NY

Job Type: Full-Time (Experienced)

Start Date: ASAP

Job Description:

The Director, Procurement will continue to build and lead WNET’s procurement function, providing leadership and oversight for procurement operations across the organization while building and maintaining strong relationships with stakeholders and key suppliers.

The bulk of WNET’s purchasing focuses on the acquisition of services used to support Production and Broadcast Operations, and the position will be responsible for developing and implementing sourcing strategies to support the direction set by corporate and studio broadcast operations leadership. Responsibilities will require leveraging Workday’s Procure-to-Pay module to support the organization’s procurement procedures, ensuring best practices are incorporated into procedures and adhering to the OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and ensuring all stakeholders are fully educated on purchasing policies and procedures, especially as it relates to acquiring services.

Primary Responsibilities:

- Oversee and manage day to day procurement activities, supervising one associate
- Develop and maintain strong relationships with internal stakeholders and key suppliers to be proactive (as possible) in anticipating procurement requirements
- Plan, prioritize and perform supplier/contract negotiations on major purchases. Manages category spend and execute contracts in compliance with Procurement Policy and Procedures. Ensure customer requirements, cost and risk are balanced
- Manage WNET’s P-card program
- Build strong relationships with internal stakeholders integrating procurement in to their core business processes; Resolve quality and/or service issues with the involvement of appropriate colleagues
- Maintain and review on periodic basis supplier contracts
- Meet with appropriate Finance representatives on a periodic basis to review forecasted savings including discussions on budget implications of sourcing objectives
- Prepare reports and make presentations to management regarding strategy and implementation or recommendations or results as required

Qualifications:

To qualify, candidates will need a Bachelor’s Degree or equivalent combination of education and work experience along with a minimum of ten (10) years of experience in analysis of business needs and purchasing operations. In addition, qualified candidates will possess strong team leadership and relationship management expertise; ability to lead, manage and influence the implementation of a strategic purchasing program; ability to mine spend data to identify cost savings opportunities; excellent negotiation, communication and presentation skills and the ability to direct efforts of cross-organizational workgroups and to build consensus among a broad spectrum of diverse groups; ability to present and sell ideas at multiple levels, internally and externally.
Candidates with Purchasing Certification (CPP; CPPM), experience with electronic purchasing systems, Pcards, ERP, Workday or eSourcing tools, studio & broadcast operations and Media Entertainment Industry experience and/or familiarity with public funding and grant administration are preferred.

**Application Instructions:**

Apply online at: [www.wnet.org/careers](http://www.wnet.org/careers). Qualified candidates only; no phone calls, please.

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