

FLORIDA STATE MINORITY SUPPLIER DEVELOPMENT COUNCIL

FLSA Exemption Status - Exempt

Full-Time: Regional Vice President

Job Description

About the Organization

The Florida State Minority Supplier Development Council (Council) is one of the nation's premier organizations for increasing business opportunities between major buying organizations and certified minority-owned businesses. The Council serves as a membership organization for major corporations, financial institutions, government agencies and universities and serves the state of Florida. The organization promotes and facilitates the development of business relationships between its corporate members and certified Minority Business Enterprises (MBEs).

The Council works to expand business opportunities for certified minority-owned companies in an effort to build a stronger, more equitable society by supporting and promoting minority supplier development. The Council has over 100 local corporate members and more than 900 certified minority businesses. The organization host networking events, educational sessions and unique opportunities that serves as venues for Minority Business Enterprises (MBEs) and corporate members to come together and identify mutually beneficial opportunities to work with one another.

The Council is a private, non-profit 501(c) (3) organization and an affiliate of the National Minority Supplier Development Council. The Florida State Minority Supplier Development Council is headquartered in Miami, FL with a regional office in Orlando. Satellite offices are proposed by Tallahassee and Tampa.

NMSDC Strategy and Goal

The strategy of the NMSDC is to engage in the business of aiding the growth and development of ethnic-minority-owned business through the purchasing of goods and services, by private and public purchasing entities with the goal of assisting bona-fide ethnic-minority businesses in becoming long-term, qualified companies capable of competing nationally and internationally. The strategic goals are as follows:

- *Goal I – Serve Corporate Members*
- *Goal II – Enable Growth of Certified MBEs*
- *Goal III – Develop Certified MBEs*
- *Goal IV – Promote Excellence in Global Minority Business Development*
- *Goal V – Enhance the NMSDC National Network*

Position Overview:

The Regional Vice President reports to the President & CEO of the Florida State Minority Supplier Development Council and is responsible for managing corporate member relationships and the recruitment of local corporate members and customers in the Central and Northern Regions of the state. The Vice President will be an advocate for Minority Business Enterprises (MBEs) to corporate members, while working with corporations to better understand corporate procurement needs and defining effective scenarios for both entities.

Essential Job Functions

- Responsible for understanding key corporate practices and insights (e.g., critical “pain points”) to continually identify future value-added solutions that mutually benefit the corporate member, MBE and the Florida State MSDC. This includes ensuring appropriate capabilities are clearly understood and communicated to the President/CEO to ensure products and services will be delivered as committed.
- Maintain relationships with existing corporate members and MBEs in the region to identify opportunities within corporations and match MBEs capable of fulfilling the opportunities
- Oversee the operations of the Florida State MSDC local office and develop new and custom designed programs that provide value to Southern and Northern Region constituents, in conjunction with Florida State MSDC’s President.
- Plan and execute training sessions/ webinars for certified MBEs and corporate members.
- Work with team members in conjunction with the President to execute marketing plan, events and programs to maintain income and expense budget integrity for the region.
- Provide technical assistance to MBEs
- Recruit corporate members and MBEs
- Secure new corporate members in a classic business development role
- Identify, secure and expand strategic, profitable long-term national and local corporate engagements
- Establish, plan and market signature events
- Conduct monthly New MBE Orientations in the central and northern regions
- Assist with the identification of alternative funding sources
- Recruit media and other public sector partners in the region for the Council
- Assist corporate members in establishing and improving their supplier diversity program
- Under the direction of the President/CEO, lead the effort to secure sponsorships, in-kind donations, and grant income that support existing and new programming
- Attend local, city and county council meetings that pertain to supplier diversity /MBE issues in the region and brief all findings and issues to the President/CEO.
- Assist with MBE certification file reviews as needed.
- Assist with site visits of new and existing MBEs when needed.
- 15-20% Travel is required. Travel will be within the state of Florida and to the NMSDC Annual Business Conference as needed.
- Other duties as assigned by the President/CEO.

Qualifications

Minimum of 7-10 years of experience with non-profit operations, and management of human capital required. Intermediate to advanced computer skills: Microsoft Office Suite, and Internet. Excellent organizational skills, project management capabilities, ability to work unsupervised and meet deadlines while performing multiple tasks. Strong communication, negotiation and interpersonal skills and capacity to work with diverse constituencies required. Demonstrated expertise in a variety of Supplier Diversity concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Skills & Abilities

- Track record of effectively developing new business with new strategic members using a systemic approach to managing a portfolio of new opportunities through the prospect or membership funnel.
- Experience (Regional or National level) with market-leading corporate organizations.
- Capable of working on multiple projects simultaneously while keeping long term projects on schedule.
- Demonstrated ability to coordinate and work at a high level of activity delivering results on mutually agreed goals under a variety of conditions and constraints.
- Demonstrated excellent communication, interpersonal and writing skills.
- Team player.
- Demonstrated project management skills

This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs and goals of the organization. The Florida States MSDC is an Equal Opportunity Employer.

Education

Bachelor of Arts or Bachelor of Science (B.A. or B.S.) degree in Management, Business and/or Operations. Master of Business Administration (MBA) is a plus.

Skill Set

- Analytical skills
- Strategic development skills
- Strong relationship management and interpersonal skills (high EQ)
- Influencing (proven ability to persuade others towards an idea or goal)
- Negotiation skills (proven ability to seek and close the right deals)
- Complex problem-solving (create options, then converge)
- Innovative and creative thinking (need fresh thinking)
- Highly resourceful (stretches people and money; compresses time)
- Organized and attention-to-detail (strong tactical execution)
- Listening skills (listen first, then respond)

Personality Traits:

- Self-assured and confident in business situations and demonstrate resourcefulness and ability to adapt to a variety of situations.

- Results focused team player; collaborative and inclusive
- Energized by an entrepreneurial environment; comfortable “doing the work”
- Persistent and resilient
- Open, honest and genuine
- Passionate and committed
- Creative and imaginative
- Relationship oriented vs. transaction oriented
- Motivated by business accomplishments vs. personal agenda

Personal Performance Factors:

- Integrity/Ethics - interact with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports organization’s values, and conveys good news and bad.
- Perseverance - targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets team standards and responsibilities, provides leadership/motivation.
- Adaptability/Flexibility - Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- Teamwork - Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.
- Initiative - Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.
- Feedback – willing to accept constructive feedback as a development tool

Interested applicants should submit a cover letter with salary requirements and resume by July 8th to:

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NO PHONE CALLS PLEASE