

Position Summary:

CHILDREN AT RISK is seeking a Procurement Specialist to lead and manage the procurement of essential goods and services under the Early Learning Quality Network (ELQN), an initiative funded by the American Rescue Plan Act (ARPA) aimed at enhancing early learning environments across Harris County. This role is pivotal in ensuring procurement processes are transparent, equitable, and adhere to stringent financial management standards.

Role Context: The Procurement Specialist will be instrumental in managing the procurement activities that support the goals of ELQN. This includes overseeing the strategic procurement of materials and services essential for early learning programs such as curriculum development, safety equipment, and training services. The role ensures that all procurement activities are in strict compliance with federal, state, and local regulations, maintaining CHILDREN AT RISK's commitment to transparency and accountability. The Procurement Specialist will also need to collaborate effectively across multiple departments and with external partners to align procurement strategies with broader organizational goals. This role demands superior organizational abilities to manage multiple procurement projects with meticulous attention to detail, ensuring compliance and efficiency in every transaction.

Location: Open to candidates residing in any part of Texas; preference for Houston-based candidates. Remote for non-Houston residents; hybrid for Houston residents to enhance collaboration.

Key Responsibilities:

- **Procurement Strategy Development:** Design and implement comprehensive procurement strategies that align with organizational objectives and compliance requirements. This includes conducting needs assessments, forecasting procurement demands, and setting short and long-term procurement goals.
- **End-to-End Procurement Management:** Oversee the entire procurement cycle:
 - **Planning and Budgeting:** Collaborate with groups under ELQN to determine their procurement needs and budget implications.
 - **Sourcing:** Identify potential suppliers and vendors through market research and competitive analysis. Utilize platforms such as government e-procurement portals, industry-specific marketplaces, and direct negotiations to find suitable suppliers.
 - **Tendering Process:** Manage the Request for Proposal (RFP) process, including drafting RFP documents, disseminating them, and managing the response evaluation process based on predefined criteria such as price, quality, and compliance with regulatory requirements.

- **Contract Negotiation and Management:** Negotiate terms and conditions with selected suppliers, focusing on cost-effectiveness, quality assurance, and compliance with legal and regulatory standards. Manage contracts throughout their lifecycle, ensuring fulfillment of contractual obligations by both parties.
 - **Order Management:** Issue purchase orders, oversee the receipt of goods and services, and confirm that delivered items meet the stipulated requirements and quality standards.
- **Compliance and Regulatory Oversight:** Ensure all procurement actions adhere to relevant laws and regulations, particularly those related to federal grants (like 2 CFR 200 for ARPA funding). This involves regular updates and training on changes in procurement law and best practices.
- **Vendor Relationship Management:** Develop and maintain strong relationships with key suppliers. Implement vendor performance evaluation systems to ensure continuous improvement and compliance with contractual terms.
- **Financial Oversight and Reporting:** Monitor spending and manage procurement budgets to ensure alignment with financial forecasts and organizational goals. Generate detailed procurement reports that track spending, savings, and compliance metrics. Regularly present these reports to senior management to aid strategic decision-making.
- **Technology and Tools Utilization:** Utilize procurement and financial management software to streamline procurement processes. Tools such as Bill.com for payment processing and QuickBooks Online for financial tracking are essential in managing transactions and ensuring financial transparency.
- **Risk Management:** Identify potential procurement risks and develop mitigation strategies to address them, ensuring the organization's procurement activities are resilient against operational disruptions.
- **Versatility in Role Execution:**
 - Embrace a versatile approach to procurement management, ready to tackle additional job-related tasks as they arise. This includes taking on responsibilities outside of traditional procurement duties to support broader organizational goals.
 - Demonstrate adaptability by adjusting to new workflows, technologies, or team structures, contributing effectively under varying circumstances.

Qualifications:

- Bachelor's degree in Business Administration, Finance, Supply Chain Management, or a related field.
- Minimum of 5 years of experience in procurement or supply chain management, preferably in a non-profit or government setting.
- In-depth knowledge of financial and procurement regulations as applicable to federal funding and ARPA guidelines.
- Exceptional collaboration skills and the ability to work effectively with both internal teams and external partners, ensuring alignment and cohesive progress towards organizational objectives.
- Superior organizational abilities with a proven track record of meticulous attention to detail, critical in managing complex procurement processes and compliance requirements.
- Strong analytical skills and experience with financial management software such as QuickBooks Online and Bill.com.
- Exceptional negotiation and interpersonal skills, capable of managing complex vendor relationships and multi-stakeholder projects.

Compensation: The salary for this position ranges from \$70,000 to \$82,000, commensurate with experience and qualifications. We offer a competitive benefits package that includes health insurance, dental and vision coverage, retirement contributions, paid holidays, and unlimited PTO.

Application Process: Interested candidates should submit a letter of application, resume, and a list of three references via email to doneil@childrenatrisk.org. Please include "Procurement Specialist" in the subject line. Applications are reviewed on a rolling basis.

Equal Opportunity Employer: CHILDREN AT RISK is an equal opportunity employer and does not discriminate based on sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

About CHILDREN AT RISK: CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life for children through research, public policy analysis, community education, and collaboration. We focus on the whole child with significant work in ending child trafficking, strengthening public education, and increasing access to federally funded meal programs. We are a leading source of accurate information on children's issues and advocate for changes that advance the well-being of all children.