



JOB DESCRIPTION

Position: Director of Corporate Services

Direct Supervisor: HMSDC President

Salary Range: \$55,000 - \$65,000/annually

Job Purpose: Facilitate the relationships between corporate members and certified suppliers. Source procurement opportunities and identify qualified certified MBEs to match with opportunities. Assist President with corporate recruitment and new member orientation. Assist the President in managing corporate member relationships, needs, and requirement. Promote and advocate minority business development at community, corporate and government events. Coordinate procurement events and facilitate matchmaking. Understand supplier diversity and supplier development and the needs to develop quality programs. Serve as staff liaison on assigned committees. Work with Director of MBE Services to gain knowledge of certified supplier capabilities. Supervise Sourcing/Communication Specialist in sourcing and special projects.

Job Responsibilities:

Job description may include but not limited to:

Sourcing:

- ❖ Recruit corporate members to join HMSDC;
- ❖ Provide oversight and management for the maintenance of all HMSDC databases;
- ❖ Production of annual HMSDC directory and other directories as needed;
- ❖ Development and production of MBE Capability Statements
- ❖ Identify industry markets for recruitment of corporations to support minority business development;
- ❖ Identify contract opportunities for MBE suppliers;
- ❖ Facilitate meetings for MBE suppliers with corporate procurement contacts;
- ❖ Develop procurement workshops and seminars for MBE suppliers with corporate members;
- ❖ Establish and measure key performance indicators related to corporate member engagement;
- ❖ Develop annual corporate recruitment campaign and work in collaboration with President to recruit corporate members;
- ❖ Participate in community outreach to recruit corporate membership and promote minority business participation;
- ❖ Develop programs to facilitate relationships between corporate decision makers and MBE vendors;
- ❖ Develop reports to track MBE supplier utilization and revenue growth of HMSDC MBEs;
- ❖ Design, produce and disseminate effective procurement opportunities to MBEs.



- ❖ Manage and track procurement opportunities for Houston’s major contracting projects
- ❖ Perform as the “go to person” for MBE inclusion on any contracting opportunities (locally, regionally, and nationally)
- ❖ Coordinate procurement events and vendors “meet & greet” with corporate members and state agencies
- ❖ Knowledge of business trends and news as it relates to MBE development
- ❖ Represent HMSDC on community committees and boards
- ❖ Assist corporate members in developing affective supplier diversity program
- ❖ Assist MBEs with business strategies to best approach corporate members and procurement opportunities.

Communications/Public Relations:

- ❖ Provide oversight for the dissemination of HMSDC communications and marketing material;
- ❖ Execute communications that maintain/improve HMSDC brand and messaging;
- ❖ Assist in monitoring HMSDC presence across selected social media platforms such as Twitter, Snapchat, YouTube and Facebook;
- ❖ Coordinate HMSDC website maintenance – ensure that new and brand consistent information is posted regularly;
- ❖ Solicit and collaborate with colleagues to generate content for multiple communication platforms;
- ❖ Represent HMSDC in professional and civic organizations that support and initiate minority business development;
- ❖ Track and measure success of communication initiatives;
- ❖ Develop and coordinate programming which improves corporate understanding and utilization of MBEs;
- ❖ Manage a data warehouse of supplier diversity best practices and program sharing information.
- ❖ Attend community events and meetings to represent HMSDC advocacy in MBE Development
- ❖ Communicate effectively the mission and objective of HMSDC in public settings
- ❖ Ability to speak publically at targeted events and promote the programs and services of MBEs

General:

- ❖ Manage, promote and attend HMSDC events; during and after work hours
- ❖ Assist with STAC initiatives such as Lunch and Learn, International Business Opportunities and STAC workshops;
- ❖ Assist with and manage HMSDC Standing Committee initiatives as needed;
- ❖ Make recommendations to President on future improvements to design, content management, workflow processes, and user experience of various HMSDC technology and learning platforms;
- ❖ Maintain a pleasant, professional demeanor and appearance at all times. Support HMSDC team of staff, volunteers, Board members and MBE members whenever possible;
- ❖ Comply with the provisions of the HMSDC Employee Handbook;
- ❖ Other duties as assigned by the President.



Qualifications:

- ❖ Bachelor's degree preferred; 7-10 years business development/leadership experience;
- ❖ Superior verbal and written communication skills are required;
- ❖ Strong interpersonal, motivational, communication and presentation skills;
- ❖ Superior understanding of messaging and framing;
- ❖ Detail-oriented, with strong organizational and project management skills;
- ❖ Work well under tight deadlines;
- ❖ Creative, yet process-oriented;
- ❖ Motivated self-starter with the ability to take initiative and perform well with minimal supervision;
- ❖ Able to quickly grasp technical issues and new technology
- ❖ Demonstrate mastery of Microsoft Office products (Outlook, Excel, PowerPoint, Access and Word).
- ❖ Excellent customer service skills
- ❖ Pleasant demeanor with a "Can Do" attitude
- ❖ Works well with internal and external teams

Position Overview:

The Director of Corporate Services serves as the facilitator of relationship building between opportunities (Corporate Member) and suppliers (MBEs). This position services the needs of corporate members from providing resources to enhance their internal programs to identifying certified quality suppliers they can conduct business with. Corporate services understand the needs of the buying entities (corporations and government entities) and the capability of HMSDC certified MBEs. Public engagement and speaking is required. Must have the ability to multi-task and work with internal and external teams. This position is a strong representation of minority business advocacy and work closely with the President to ensure the mission of the council is delivered. Must have a "can do" attitude and leadership skills.

Benefits:

- ❖ Medical, dental and vision insurance coverage after 90 day probationary period
- ❖ 403 (B) retirement account
- ❖ 3% HMSDC contribution to 403(B) retirement account
- ❖ Employee matching contribution to 403 (B) retirement account up to an additional 1.5%
- ❖ Vacation and sick leave for all full-time employees
- ❖ Paid holidays