Manager - MWBE

Under the direction of the Director of Fair Practices, the Manager of the Minority and Women's Business Enterprise (MWBE) unit, develops, implement, and manages activities designed to enhance and increase MWBE vendor participation in City Schools' procurement and contracting opportunities, ensures compliance with MWBE requirements in state law and Baltimore City Board of School Commissioners polices, and to help to build a pipeline for entrepreneurialism so that the students of Baltimore City Public Schools ("City Schools") have increased opportunities to become the next generation of business leaders in the Baltimore community. The MWBE Manager also serves as a resource and consultant on MWBE-related matters and oversees daily operations of staff within the MWBE Unit.

Salary: $90,630-$104,950

Essential Functions

- Oversees the design, development, and implementation of a robust and dynamic outreach and engagement program to engage and support MWBE vendors, and in collaboration with MWBE program staff, and other City Schools offices, such as the Office of Procurement, the Office of Communication and Engagement, and the Office of Equity, integrates these efforts with City Schools' broader community engagement and equity initiatives.
- Supervises the implementation of awareness training and outreach activities in support of the MWBE program and to enhance MWBE vendor awareness regarding City Schools' procurement policies, procedures, and processes related to the bidding process.
- Identifies and communicates external training opportunities for MWBE vendors.
- Oversees outreach activities to MWBE vendors locally and statewide.
- Collaborates with community partners, stakeholders, and external agencies to ensure the development of substantive and meaningful educational activities about City Schools' procurement and contracting opportunities.
- Reviews purchasing requirements, identifies potential qualified MWBE sources for goods, materials, and services, and establishes goals for procurement and solicitation processes, consistent with applicable law and Board policies.
• Reviews lists of vendors who receive notifications regarding procurement and contracting opportunities and insures inclusion of MWBEs; ensures that lists of eligible MWBEs are maintained and regularly updated.

• Encourages eligible businesses to obtain Minority Business Enterprise certification. Engages MWBE vendors and other stakeholders to identify barriers to equitable access for MWBEs to City Schools' contracting and procurement opportunities and help develop strategies to address those barriers.

• Delivers presentations to the Board and other stakeholders regarding the MWBE program.

• Provides technical assistance to MWBEs regarding City Schools' MWBE program, including support around the use of City Schools' platforms related to procurement, payment, and compliance processes.

• Facilitates communications between MWBEs and prime contractors.

• Serves as liaison to other agencies that support MWBE programs in the region.

• Contacts vendors during and after bidding process to assist in resolving problems and addresses complaints regarding City Schools' MWBE program.

• Promotes among City Schools staff an understanding of and sensitivity to the importance of incorporating MWBEs in procurement and contracting processes.

• Develops and implements a robust compliance program, including desk audits and site visits.

• Compiles statistical reports related to outreach, engagement, participation, and compliance.

• Supervises work of subordinate(s).

• Maintains a general awareness of current and evolving trends, issues, and policies related to MWBE programs.

• Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.

• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Desired Qualifications
• Bachelor's degree in related field of study. Degree must be from an accredited college or institution.
• Five years responsible experience in developing and implementing programs related to MWBE programs and/or fair practices, government procurement, school system operations, and/or developing business and/or entrepreneurial initiatives. Knowledge of principles and practices of procurement and contracting preferred.
• Experience developing and maintaining relationships with community partners, stakeholders, and government agencies.
• Knowledgeable of applicable statutes and legislation regarding MWBEs, as well as strategies to address barriers to equitable access for MWBEs and small businesses.
• Excellent verbal and written communication skills, including the ability to make persuasive presentations.
• Excellent organizational and interpersonal skills.
• Proficient in the use of technical computer applications, in manipulating electronic databases, and in the use of Microsoft Office applications, particularly Excel, and case management systems.
• Ability to establish and maintain effective working relationships.
• Ability to work collaboratively.
• Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Full time
Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application
Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies JBA (Nondiscrimination - Students), JBB (Sex-Based Discrimination - Students), JICK (Bullying, Harassment, or Intimidation of Students), ACA (Nondiscrimination - Employees and Third Parties), ACB (Sexual Harassment - Employees and Third Parties), ACD (ADA Reasonable Accommodations), and ADA (Equity), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. Link to Full Nondiscrimination Notice.

This position is not affiliated with any bargaining unit.

This position is under the City Retirement Plan.