



WEConnect International

Position Description

Job Title: Business Connections Manager

Location: Virtual

Reporting To: Chief Marketing Officer

Position Overview: WEConnect International has been growing steadily and is seeking to accelerate the impact of its network of member buyers and women-owned business sellers by pro-actively facilitating engagement between network member buyers and sellers that results in business being transacted e.g. orders to, or contracts with, woman-owned businesses.. The position requires that the individual is mission-focused, collaborative, persuasive, self-motivated, adaptable, and an effective problem solver. The individual should have relevant business, negotiation and relationship development experience that led to two parties working together such as real estate, recruiting and marketplaces. The ideal candidate also has an understanding of supplier diversity and inclusion. The role will be accountable for matches as the primary key performance indicator and will need to demonstrate progress towards completed business matches.

Position Responsibilities

Buyer and supplier match making

- a. Develop deep knowledge and expertise about the suppliers in our database and become an expert in one or more categories to understand their capabilities and availability of talent
- b. Engage with the relevant category managers and business lines at each of the member buying companies to build relationships and learn their specific needs
- c. Proactively identify potential matches and find solutions by conducting research and outreach to source for specific needs of a member buyer
- d. Identifies gaps on both member buyer and supplier side that prevent matches and collaborate with the organization to prioritize needs
- d. Continually collaborate with Regional Directors and their local staff for sources of recruitment in specific categories to help identify new potential matches with women-owned businesses
- e. Continually collaborate with Member Development and account managers for sources of recruitment of members to help identify new potential matches between women-owned businesses and member suppliers

Buyer and Supplier Match Capacity Development

- a. Provide high quality, relevant and timely information to members and women-owned businesses about key opportunities to connect working with member development and regional directors to establish the most effective process
- b. Champion and track meet the member events and act as the primary liaison to the member to identify women-owned business criteria. Work closely with Regional Director and market leads who will recruit women owned business and execute the event.
- c. Support regional and global conferences and provide expert advice to matchmaking events at the regional conferences and related activities. Support all events designed to result in specific matching opportunities or outcomes that are progressing relationships toward contracts and agreements
- d. Work with regional director team to stay knowledgeable on the new women-business owners joining the network and becoming certified in order to be able to effectively promote them and also encourage certification to facilitate matches with buyers
- e. Provide impeccable customer service to members to help to maintain membership retention rates and provide women business owner opportunities
- f. Ensure optimum usage of SAP Ariba or other tools that help bring buyers and suppliers together to conduct business and make matches. Participate in and support training material development and programs needed to help both buyers and suppliers adopt the tools
- g. Maintain account records in Salesforce or other tool to document targets and progress against the goal of matches established by the organization
- h. Help identify and support women-owned business ready or near ready to do business with member buyers
- i. Identify success stories from buyers and suppliers and work with communications to get them published.

Key Performance Indicators

- a. Increase in suppliers involved in activities to match them with member buyers in specified and agreed categories
- b. Number of 1-1 meetings between women-owned businesses and member buyers or sub-contractors to member buyers
- d. Matches – Contracts or agreements between member buyers and women-owned businesses

Organization Information

WEConnect International, a member-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has since 2009 provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed and controlled by one or more women. WEConnect International members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org

Key Qualifications

- 2+ years of supplier diversity and inclusion management experience

- Minimum of 3 years in private industry in a buying or selling role
- Experience with building professional relationships
- A 'self-starter' with excellent motivating skills, enthusiasm and vision
- Sound judgment and ability to work with multiple levels of an organization
- Have deep knowledge in one or more categories in a traditional large organization supply chain
- Have sales, brokerage or recruiting experience where finding matches was essential to success
- Have experience in at least two regions of the world
- Be interested in supplier diversity and inclusion and developing and growing businesses
- Have an entrepreneurial spirit and be able to operationalize a concept

How to Apply: Qualified candidates must submit a resume, three references, a cover letter and salary requirements to jobs@WEConnectInternational.org. Please note that documents need to be received in PDF form.

Application Subject Line: Business Connections Manager_ YOURNAME

No phone calls, please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.