



## Director of Procurement and Contracts

**Location:** Towson, MD

**Schedule:** Monday–Friday

**Reports to:** Chief Executive Officer

### Lead the Procurement Strategy behind Our Proven Literacy Model

At Success for All Foundation (SFA), we believe every child can become a confident reader and provide schools with the research, tools, support, and systems to make that happen. As our Director of Procurement and Contracts, you are accountable for both the strategic plan and day-to-day operation of the print ecosystem—from RFQs and purchase orders through manufacturing, delivery, and vendor performance management.

The Director will ensure that printed instructional materials are produced to the highest quality standards, delivered on time, and sourced cost-effectively, while sustaining a high-performing supplier and paper network capable of supporting demand volatility, large state adoptions, and long-term growth. This role operates with enterprise-wide scope and at the leadership level, serving as the executive owner of print manufacturing, cost, and risk outcomes.

The Director will oversee the full lifecycle of customer contracts to support the mission. This role ensures contracts with school, districts, and state agencies are accurate, compliant, and aligned with organizational policies. You will work cross-functionally with Outreach, Finance, and Program Support to ensure timely execution, renewal, and administration of contracts that enable high-quality service to schools.

### What you'll do:

#### Inventory, Procurement and Print Buying

- Direct the Inventory Manager in conducting regular cycle counts and annual inventory audits
- Monitor inventory levels and establish reorder points to prevent backorders
- Coordinate with third party warehouse on printing, kitting, picking, packing, and shipping accuracy
- Analyze item, kit, and fulfillment data to improve efficiency and reduce costs
- Source and negotiate with print vendors for competitive pricing
- Oversee the purchasing process from forecasting to getting vendor quotes to issuing purchase orders (POs) to invoice reconciliation
- Act as the primary liaison between SFA and our warehouse partner
- Negotiate contracts, rates, and service-level agreements with warehouse
- Ensure accurate, on-time shipping of materials and proactively resolve fulfillment issues

## **Contracting**

- Oversee the full lifecycle of customer contracts, including review, negotiation, execution, compliance monitoring, and renewal
- Supervise Partner Relationship Managers in creating proposals and contracts
- Maintain contract data in the systems and reporting dashboards
- Serve as escalation point for contract questions and compliance concerns
- Maintain forms and documents for proposals and contracts
- Manage & communicate annual price increases for customers
- Coordinate with Trade Book vendors

## **Systems & Reporting**

- Work with the Systems Administrator to maintain and optimize inventory management and contract tracking systems (Certinia – on the Salesforce platform)
- Ensure accurate system integration between inventory, contracting, and financial data
- Prepare reports on inventory levels, contract status, inventory purchasing, and shipping metrics to support executive decision-making.

## **The skills, experiences, and qualifications you'll bring:**

- Bachelor's Degree in business, agricultural economics, supply chain or related field required
- 5+ years of experience in inventory control, procurement, logistics, supply chain, and contract management, including supervisory experience
- Ability to manage and develop cross-functional teams
- Experience overseeing customer contracts, negotiations, and compliance processes
- Proficiency in Microsoft Office (especially Excel) and inventory systems
- Strong vendor and contract negotiation skills
- Excellent written and verbal communication skills for coordinating across departments and with external partners

## **Preferred:**

- Experience in a non-profit environment
- Knowledge of supply chain management and contract lifecycle management best practices
- Experience with kitting and assembly workflows
- Familiarity with CRM or contract management platforms

## **Working Conditions:**

Work is normally performed at Success for All's Towson Office. Some travel may be required.

## **Physical Effort:**

No or very limited physical effort required.

## **Environmental Conditions:**

Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

**Success for All Foundation is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**