



Sourcing Office Is Seeking An Executive Director

Sourcing Office (“SO”) is the preeminent purchasing cooperative and creator of shared services programs for local governments, public sector entities, and public agencies everywhere. SO seeks to save the public sector time and expense in all public purchasing.

SO is a Council of Governments organized under Ohio Revised Code Section 167. Today, SO boasts over 250 members and participants. As a Council of Governments, SO is governed by a volunteer Board of Directors elected annually by the membership and it is audited by Auditor’s Office of the State of Ohio. SO is subject to Ohio Sunshine Laws and to Ohio Ethics Laws. Finally, Sourcing Office is also a 501(c)(3) non-profit. SO currently has offices in Garfield Heights, but expansion is possible.

Why Sourcing Office Is So Unique

SO offers best-in-class and flexible group purchasing programs to its participants, permitting better pricing, additional value-added services, and favorable contract terms and conditions. All SO programs are bid pursuant to Ohio law; and actively managed and audited on an ongoing basis by SO to ensure their integrity. SO participants include almost every type of public sector entity, numerous business and professional associations, and many private sector companies. SO does not charge a fee for participation in its programs. SO is still a relatively new organization, but growing rapidly. This is an exciting opportunity for the right candidate. More information can be found at www.SourcingOffice.org.



Executive Director Job Description

The Executive Director, in conjunction with the Board of Directors, is responsible for fulfilling the mission of Sourcing Office. As the public face of SO, the Executive Director will develop and manage numerous relationships with SO’s key stakeholders, representing SO to its members, participants, partners, the public sector, and the community. Additionally, the Executive Director will develop and manage SO’s budget, financial reporting, and ensure compliance with Ohio Law.

Specific Job Responsibilities

Reporting to The Board of Directors: The Executive Director will work with the Board to establish strategy, review financial performance, ensure compliance with State law, create valuable new programs, and recruit new members, partners, and participants.

Member Services: The Executive Director will manage and build relationships with all SO members, partners, and participants to increase utilization of SO programs, increase the membership of SO, and identify new programs to offer with “lead partners.” The Executive Director will be the primary contact for senior leadership at all SO constituents. The Executive Director will be a public face to develop SO’s reputation. The Executive Director will organize the Annual Meeting of the Membership.

Public Relations: The Executive Director will serve as the chief spokesperson for SO for all SO constituencies, including the media, the State of Ohio, the public sector agencies and entities, member associations, foundations, the corporate community, and other civic leaders.



Finance and Budget: The Executive Director will manage all financial aspects of SO, including preparation of an annual budget for approval by the Board, conscientious reporting of profit and loss, regular correspondence with SO accountants or bookkeepers, regular reporting to the Board, and oversight of the bi-annual audit by the Auditor of State.

Reporting Relationship: The Executive Director will report to the Board of Directors.



Requirements:

Education: The Executive Director will have a college undergraduate degree. Communications, public policy, and management studies would be useful. Also, the Executive Director will be required to obtain any certification or licensing pursuant to Ohio law.

Experience: The Executive Director will have a minimum of five years of work experience. Service to or experience with the public sector is valuable, including government service, as would a background in public speaking, sales, marketing, public relations, group purchasing and shared services, or entrepreneurship. Existing relationships in the public sector are especially valuable.

Personal Characteristics: The ideal candidate will: possess strong communicative skills; possess an ability to work well in a small team environment; have competency with basic information technology and MS Office; demonstrate a curiosity for and understanding of public governance, including municipal, county, and state government and their agencies; and demonstrate unquestionable character and the highest ethical standards.

Expectations: The Executive Director may be located anywhere in Ohio as extensive travel within the state is expected. Occasional overnight stays may be required. The Executive Director may be a part-time position for the right candidate.



Compensation: Compensation is commensurate with experience. The base salary is \$45,000 to \$75,000, with usual benefits, and the potential for a bonus.

Contact: Interested parties, please respond to Stuart Van Wagenen, Board President: ExecutiveDirectorSearch@SourcingOffice.org