



## Washington Rural Health Collaborative

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### *JOB DESCRIPTION*

<b>Title:</b>	<b>Healthcare Strategic Sourcing Manager</b>
<b>Reports to:</b>	Director of Contracting
<b>Status:</b>	Exempt
<b>FTE Status:</b>	1.0 FTE
<b>Location:</b>	114 W. Maple Street, McCleary, WA 98557
<b>Supervising</b>	Contracting Data Analyst
<b>Salary:</b>	DOQ plus competitive benefit package

The Washington Rural Health Collaborative (the Collaborative) is a mature and robust network of 15 Rural Critical Access Hospitals, all separately governed and predominantly serving areas along the coastal corridor of Western Washington. The Collaborative's work is an amazing and dynamic interaction involving teamwork, forming alliances, and building relationships through cooperation in a fast-paced, flexible environment. The Collaborative, founded in 2003, enjoys stable, competent leadership, a well-defined mission, and a formalized organizational structure having a demonstrated history of delivering value to its members and the rural communities they serve. The Collaborative's strength is creating synergy among its members to collectively achieve more than individual members can achieve separately.

#### **Position Summary:**

The Healthcare Strategic Sourcing Manager works closely with the Director of Contracting to shape current projects and future development of the Collaborative. This includes investigating and evaluating new contracting opportunities and partnerships, managing and initiating contracts that support member hospitals to improve efficiencies that reduce costs, and data analytics for strategic planning and opportunity prioritization.

The Healthcare Strategic Sourcing Manager's role is to ensure consistent management of all proposals and contracts. This includes oversight of the contract management process; development of specific standards for bidding and submission, contract negotiations, and document management. This role requires close collaboration with various member departments, including clinical operations, project management, account management, business operations, and finance.

#### **Essential Duties and Responsibilities:**

##### **Contract Management**

- Manages day-to-day vendor/service line/purchase contract development and ongoing oversight.
- Supports contract development standards, including budget, payment terms, general language and provisions.
- Conducts strategy meetings to identify contract issues and client requirements, facilitates pricing and ROI methodology discussions. Develops key performance indicators, and obtains management input on timelines and deliverables.
- Drafts RFPs, RFQs or RFIs based on contractual provisions and strategy discussions, management input, and organizational needs and expectations.

- Assures accuracy and appropriateness of contract text and attachments.
- Serves as the primary liaison with vendors on behalf of facilities during contract negotiations and if problems arise.
- Engages relevant stakeholders in negotiation decisions involving legal or regulatory requirements, contract standards and cost targets.
- Maintains deadlines on deliverables and communicates on an ongoing basis with business partners and internal clients about contractual issues.
- Reviews the contractual performance of both parties to ensure compliance with terms and to identify conflicts or changes requiring resolution at contract renewal.

**Supervisor of Contracting Data Analyst in Performing:**

- All aspects of contracting duties of the Contracting Data Analyst position as outlined in job description;
- Entry into databases and secure maintenance of contracts and proposals;
- Research and analytics;
- Contract management and evaluation.

**Qualifications:**

- Bachelor's degree in business, healthcare management or related field required. Five or more years of relevant experience in healthcare and/or certification in Certified Materials & Resource Professional (CMRP) may be substituted for the education requirement.
- Three years of prior experience in a contract management role, such as purchasing or contracting, including RFP development, negotiating terms and drafting contracts.
- Extensive experience with organizational group purchasing and methodology.

**Skills and Experience:**

- Proficiency in utilizing and interpreting financial models and analytics.
- Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions.
- Strong verbal and written skills and the ability to convey complex information in a way that others can easily follow.
- Demonstrated project management skills.
- Ability to accomplish multiple assignments with competing timelines.
- Flexible, team-oriented and adaptable to changing priorities.
- Proficient user of Microsoft Office products, with an emphasis on Excel.

**To Apply**

WRHC is a progressive, equal opportunity employer, and all candidates are encouraged to apply. To apply, please send a cover letter that includes salary requirement and a resume to [HR@washingtonruralhealth.org](mailto:HR@washingtonruralhealth.org)

***Incomplete application packets will disqualify your application from consideration.***