

Small Business Subcontracting Compliance Administrator

Job Location US-MA-Cambridge

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Requisition ID 2021-5539

Overview

Draper is an independent, nonprofit research and development company headquartered in Cambridge, MA. The 1,800 employees of Draper tackle important national challenges with a promise of delivering successful and usable solutions. From military defense and space exploration to biomedical engineering, lives often depend on the solutions we provide. Our multidisciplinary teams of engineers and scientists work in a collaborative environment that inspires the cross-fertilization of ideas necessary for true innovation. For more information about Draper, visit www.draper.com.

Our work is very important to us, but so is our life outside of work. Draper supports many programs to improve work-life balance including workplace flexibility, employee clubs ranging from photography to yoga, health and finance workshops, off site social events and discounts to local museums and cultural activities. If this specific job opportunity and the chance to work at a nationally renowned R&D innovation company appeals to you, apply now www.draper.com/careers.

Equal Employment Opportunity

Draper is committed to creating a diverse environment and is proud to be an affirmative action and equal opportunity employer. We understand the value of diversity and its impact on a high-performance culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Draper is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, please contact hr@draper.com.

Responsibilities

This position serves as an integral member of the Contracts, Subcontracts, Procurement & Property (CSPP) department. CSPP strives to provide both its internal and external customers with solution-oriented leadership and guidance and is focused on achieving the strategic objectives of the organization while balancing risk and regulatory compliance. The Small Business Plan Administrator will report to the Vendor Management & Small Business Team Lead and is responsible for administering Small Business Subcontracting Plans and reporting for Federal, State and Local Agencies.

Responsibilities

The successful candidate will have thorough knowledge of FAR Part 19 requirements and DCMA Small Business Subcontracting Program Compliance Reviews. The candidate is also responsible for educating the Draper community on Draper's Small Business Plan, training key stakeholders on the small business requirements and ensuring execution of Draper's Small Business plan. They are also responsible for educating stakeholders about the Small Business program and supporting Draper's SBLO in meeting the goals outlined in Draper's Small Business Program.

Primary Duties:

- Prepares required quarterly, annual, statistical, and other Government and Draper reports related Small Business.
- Provide support of all proposal efforts to interpret small business requirements, promote small business utilization and participation and identify and vet small businesses for opportunities to support program requirements.
- Responsible for the development and updating of the small business plans for all incoming proposals.
- Conduct reviews of existing Small Business suppliers to ensure compliance. Update supplier records as needed.
- Responsible for the execution of Draper's small business program and work in partnership with the Contracts/Subcontract Administrators and Draper program offices to ensure the achievement of Draper's small business goals.
- Represents Draper through small business events, conferences, training, seminars, and meetings and participation in federal procurement Small Business supplier conferences and industry meetings.
- Interface with Government and Government Small Business professionals as required.
- Develop, implement and maintain an annual renewal process for supplier Small Business documentation.
- Assist the Vendor Management team in the risk assessments of suppliers and third parties.
- Support the selection and onboarding process for major sourcing efforts to ensure Small Business participation.
- Regularly interact with Purchasing Department to provide potential Small Businesses that might help with Small Business goals and provide Small Business opportunities.
- Assess the risks associated with a small business supplier relationship prior to the renewal of contract agreements.
- Maintain a structured internal governance framework to ensure effective oversight of small business vendor risk and procurement compliance.
- Maintains knowledge of business, products and systems to ensure effective use of vendor and procurement services.
- Performs other Vendor Management responsibilities or tasks as requested, including but not limited to, assisting with vendor onboarding and system entry.

Qualifications

- Bachelor's degree with 3-5 years of relevant Small Business Subcontracting compliance, Government acquisition, Government contracting or a related field.
- Working knowledge of FAR 19.704 requirements and DCMA Small Business Subcontracting Program Compliance Reviews.
- Experience with the Electronic Subcontracting Reporting System (eSRS) and other small business compliance processes.
- Working knowledge of Supply Chain disciplines (e.g. procurement and contract administration).
- Able to handle multiple assignments and deadlines in a fast-paced environment.
- Able to quickly understand processes and ensure adherence to the same.
- Ability to make independent decisions and problem solve while managing multiple tasks.
- Ability to network, collaborate and influence.
- Must be able to deploy a systematic approach to work, and must have an aptitude for performing work. functions in a timely and well organized manner with limited oversight.
- Must possess excellent communication skills, both written and verbal, that can be deployed to collaborate effectively with different functional teams.
- Proficient in Microsoft Office and familiarity with PeopleSoft preferred.

** Draper has implemented a mandatory COVID-19 vaccination requirement for all Draper employees. This will be a condition of employment to work at Draper.

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