Procurement Data Strategy & Analytics Manager

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Military

HARVARD UNIVERSITY

Company Description

By working at Harvard University, you join a vibrant community that advances Harvard's world-changing mission in meaningful ways, inspires innovation and collaboration, and builds skills and expertise. We are dedicated to creating a diverse and welcoming environment where everyone can thrive.

Financial Administration (FAD) is dedicated to advancing Harvard University's teaching and research mission by stewarding its resources; providing support, guidance, and consultation; ensuring compliance with university and federal guidelines; mitigating risk; pursuing operational excellence; and promoting the financial health of the University.

More about FAD:
Within and across the University, we aim to be exemplary colleagues, trusted partners, valued advisors, and agents of positive change.

Within our own community, we aspire to:

- Engage with respect, honesty, and integrity
- Cultivate equity, diversity, inclusion, and belonging
- Welcome innovation, collaboration, and flexibility
- Enjoy our work, grow professionally, and aim for the extraordinary

Learn more about Financial Administration (harvard.edu) and our eight reporting units. (https://finance.harvard.edu/)

Job Description

Harvard's Financial Administration Department (FAD) is responsible for the stewardship of the University's finances, including related business processes and technology in support of the teaching and research mission of the University. Harvard University's Strategic Procurement Department is a central administrative function that serves all Harvard schools, institutes, and administrative units. Our mission is to create value for Harvard by optimizing

the procurement of goods and services while upholding the highest standards of integrity, compliance, and supplier partnership. We manage over $3.5 billion in annual addressable spend and are committed to practices that support balance of trade, environmental sustainability, and the University's long-term financial health.

The Procurement Data Strategy, Analytics & Operations Manager is a key leadership role within Financial Administration (FAD) Strategic Procurement, responsible for advancing Harvard's procurement capabilities through data strategy, analytics, and operational execution.

Reporting to the Director of Procurement Operations, this role serves as the architect of the procurement performance framework - establishing a trusted "single source of truth," defining KPI standards, and translating complex data into insights that drive institution-wide purchasing decisions.

The Manager will lead and develop a team of 3-5 analysts, providing direction, prioritization, and mentorship to ensure high-quality analytics, reporting, and operational support. In parallel, this role ensures insights are embedded into day-to-day operations - supporting transformation initiatives, driving adoption of tools and processes, and delivering measurable improvements in sourcing, contracting, compliance, and user experience across the University.

Job-Specific Responsibilities:

Data Strategy & Performance Management

- Define and manage a standardized procurement KPI framework (e.g., savings, spend, cycle time, supplier performance, compliance, risk).
- Establish and maintain a procurement "single source of truth" in partnership with Finance and HUIT, including data governance and quality standards.
- Aggregate and analyze sourcing and transactional data to identify trends, savings opportunities, and risk signals.
- Lead root-cause analysis and quantitative problem-solving; recommend solutions and track outcomes.
- Translate complex analysis into clear, executive-ready insights and recommendations.

Analytics, Transformation & Value Realization

- Serve as the lead analytics partner for procurement transformation initiatives, ensuring decisions are grounded in data and measurable outcomes.
- Define baselines, success metrics, and benefits tracking (e.g., savings realization, compliance lift, cycle-time reduction).
- Develop dashboards, scorecards, and governance reporting to monitor performance, adoption, and value delivery.

- Identify and pilot automation, AI, and advanced analytics use cases to improve efficiency, data quality, and predictive insights.
- Support execution of the procurement digital roadmap in partnership with Procurement Operations leadership.

Stakeholder Enablement & Insight Delivery

- Design and deploy user-friendly dashboards and self-service analytics tools (e.g., Tableau, Power BI).
- Deliver role-based insights to category managers, business officers, and contract managers to support decision-making and policy adherence.
- Build data literacy through training, communications, and job aids to drive adoption.
- Act as a strategic thought partner to procurement and finance stakeholders, shaping sourcing strategies and priorities through data.
- Represent Procurement Operations in cross-functional data, analytics, and transformation initiatives.

Data & Operations Enablement

- Serve as a key connector across Strategic Sourcing, Contracting, and Procurement Operations to ensure data strategy is effectively translated into execution.
- Lead implementation and rollout of procurement tools and workflow/orchestration solutions across internal and University platforms including AI-enabled and automation capabilities.
- Embed standard operating procedures (SOPs) into procurement workflows, ensuring alignment with KPIs, policy, and performance goals.
- Translate analytics into measurable operational improvements across sourcing, contracting, compliance, and cycle time.
- Use data insights to recommend policy updates and inform sourcing strategies and events.
- Partner with operations teams to implement and sustain process improvements with measurable impact.
- Identify and pilot automation and autonomous sourcing opportunities to reduce manual effort and improve efficiency.

Other Responsibilities

- Identify, design and implement AI-enabled solutions across the procurement ecosystem where appropriate.
- Support business process improvement initiatives and future-state operating model design.
- Develop and maintain recurring and ad hoc reporting, dashboards, and executive briefings.
- Conduct spend, supplier, and process analytics to identify opportunities for savings, standardization, and risk reduction.

- Maintain KPI definitions, data dictionaries, and reporting documentation to ensure consistency and auditability.
- Ensure appropriate stewardship of sensitive data in accordance with university policies.
- Manage multiple priorities with strong project management discipline

Qualifications

Basic Qualifications:

Basic Qualifications are the minimum threshold a candidate must meet in order to be considered for this role.

- Bachelor's degree or combination of education and relevant experience.
- Minimum of 8 years relevant work experience in analytics, business intelligence, procurement/supply chain, finance operations, or related functions, including experience translating data into actionable business recommendations.
- Supervisory experience

Please provide a cover letter and resume as one document with your application.

Additional Qualifications and Skills: ***The following qualifications are strongly preferred. If you meet some, but not all, you are still encouraged to apply; we value employees with a willingness to learn.***

- Demonstrated experience building performance frameworks (KPIs/metrics), dashboards, and executive reporting for senior stakeholders preferred.
- Strong quantitative and analytical skills; advanced proficiency in Excel and data analysis methods preferred.
- Experience with Business Intelligence and visualization tools (e.g., Tableau, Power BI) and data integration concepts.
- Experience supporting transformation initiatives and outcomes, and governance reporting (PMO, operating model modernization, or digital transformation) preferred.
- Proven ability to effectively work and communicate across diverse stakeholder groups.
- Hands-on experience with automation and familiarity with AI/ML concepts and responsible AI practices preferred.
- Experience in higher education, large, decentralized organizations, or complex matrix environments preferred.
- Knowledge of strategic sourcing, category management, supplier risk/compliance, and procurement policy concepts preferred.
- Strong change management, training, and stakeholder enablement capability; ability to influence without formal authority preferred.

Additional Information

Why join Harvard University Central Administration?

Harvard University's Central Administration (CADM) is a 5,000+ employee organization that supports the university's overall excellence by understanding and serving the needs of its schools, students, faculty, staff, alumni, and surrounding communities. Through dynamic and collaborative partnerships, CADM provides high-quality and efficient services to the schools to help them achieve their goals.

- **Working Conditions:** Onsite work is performed in an office setting.
- **Standard Hours/Schedule:** 35 hours per week Hybrid schedule; 1-2 days onsite per week on average, with additional on-site presence as needed.
- **Visa Sponsorship Information:** Harvard University is unable to provide visa sponsorship for this position.
- **Pre-Employment Screening:** Identity, Education
- **Other Information:** Please provide a cover letter and resume as one document with your application. This position has a 90-day orientation and review period.

#LI-MG1

Work Format Details

This position has been determined by school or unit leaders that some of the duties and responsibilities can be effectively performed at a non-Harvard location. The work schedule and location will be set by the department at its discretion and based upon operational needs. When not working at a Harvard or Harvard-designated location, employees in hybrid positions must work in a Harvard registered state in compliance with the University's Policy on Employment Outside of Massachusetts. Additional details will be discussed during the interview process. Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Salary Grade and Ranges

This position is salary grade level 059. Please visit Harvard's Salary Ranges to view the corresponding salary range and related information.

Benefits

Harvard offers a comprehensive benefits package that is designed to support a healthy work-life balance and your physical, mental and financial wellbeing. Because here, you are what matters. Our benefits include, but are not limited to:

- Generous paid time off including parental leave
- Medical, dental, and vision health insurance coverage starting on day one
- Retirement plans with university contributions

- Wellbeing and mental health resources
- Support for families and caregivers
- Professional development opportunities including tuition assistance and reimbursement
- Commuter benefits, discounts and campus perks

Learn more about these and additional benefits on our Benefits & Wellbeing Page.

EEO/Non-Discrimination Commitment Statement

Harvard University is committed to equal opportunity and non-discrimination. We seek talent from all parts of society and the world, and we strive to ensure everyone at Harvard thrives. Our differences help our community advance Harvard's academic purposes.

Harvard has an equal employment opportunity policy that outlines our commitment to prohibiting discrimination on the basis of race, ethnicity, color, national origin, sex, sexual orientation, gender identity, veteran status, religion, disability, or any other characteristic protected by law or identified in the university's non-discrimination policy. Harvard's equal employment opportunity policy and non-discrimination policy help all community members participate fully in work and campus life free from harassment and discrimination.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.