



Director of Corporate Relations, Projects and Events

About the Organization:

The Mid-States Minority Supplier Development Council (Council) is one of the nation's premier organizations for increasing business opportunities between major buying organizations and minority-owned businesses. It serves as a membership organization for major corporations, financial institutions, government agencies, and universities and operates within the states of Central Illinois, Indiana and Eastern Missouri. Specifically, the Council promotes and facilitates the development of business relationships between its members and certified minority-owned business enterprises.

The Council works to expand business opportunities for minority-owned companies in an effort to build a stronger, more equitable society by supporting and promoting minority business development. The Council has over 58 corporate members and approximately 300 certified minority businesses. The Council organizes networking events, educational sessions and unique opportunities that serve as venues for Minority Business Enterprises (MBEs) and corporate members to come together and identify mutually beneficial opportunities to work with one another.

The Council is a private, non-profit organization categorized by the IRS as 501(c)(3). The Council is headquartered in Indianapolis and relies on local advisory committee volunteers to assist with programs in each region. This approach helps develop closer relationships with members, and better defines programs and services. The Council is an affiliate of the National Minority Supplier Development Council (NMSDC).

Major Responsibilities:

The Director of Corporate Relations, Projects and Events reports to the President/CEO and is responsible for the following:

Corporate Relations

Corporate Relations is responsible for identifying and closing new corporate business for Mid-States MSDC's innovative branding solutions and expanding existing corporate business to drive growth in both revenue (resources developed) and goodwill (continual margin improvement). Along with new revenue generation, Corporate Services must also play a leadership role in ensuring a best-in-class experience for the member following the initial engagement.

- **Secure New Members** - Lead the Corporate Relations efforts of the organization, in a classic "hunter" role. Identify, secure and expand strategic, profitable long-term corporate engagements.
- **Expand Revenue via Cross-Sell** - Corporate Relations will play a key role in identifying new business opportunities with existing members. These "opportunities" should expand revenue by delivering enhanced value across a broader solution set, and Corporate Services should be closing those asks with the appropriate internal partners for each situation.

- **Solutions Thought Leadership** - Corporate Relations is responsible for ongoing understanding of key corporate practices and insights (e.g., critical “pain points”) to continually identify future value-added solutions of mutual benefit to the member and to Mid-States MSDC.

Special Events/Project Management

Special Events/Project Management is responsible for planning, coordination and execution of special events and project management. This position coordinates and tracks all projects, ensuring consistency and on-time delivery as well as performs some high level accounting functions.

- Plan, coordinate and execute special events
- Manage and solicit event sponsors
- Maintain event timeline, budget, expenses and other event management needs
- Manage event staff/volunteers

Project Management

- Manage project schedules and timelines for Mid-States MSDC staff
- Define tasks and resources
- Monitor and report on project progress
- Present reports on project progress
- Provide project evaluations and results

NMSDC Strategy and Goal

The strategy of the NMSDC is to engage in the business of aiding the growth and development of ethnic-minority-owned business through the purchasing of goods and services, by public and private purchasing entities with the goal of assisting bona-fide ethnic-minority businesses in becoming long-term, qualified entities capable of competing in the national and international economic mainstream. The strategic goals are as follows:

Goal I – *Serve Corporate Members*

Goal II – *Enable Growth of Certified MBEs*

Goal III – *Develop Certified MBEs*

Goal IV – *Promote Excellence in Global Minority Business Development*

Goal V – *Enhance NMSDC National Network*

Qualifications:

- Availability to travel overnight throughout the Council’s coverage area
- Bachelor’s degree or equivalent experience
- Minimum five years’ experience in corporate services, special events and project management
- Highly creative
- Proven track record of success and strong organizational skills

The above role is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Submit cover letter and résumé to careers@midstatesmsdc.org

www.midstatesmsdc.org