

## Contracts Manager Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=260166>

Downloaded On: Jul. 26, 2025 6:36am

Posted Jul. 24, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Contracts Manager
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Legal Services Human Resources Fiscal Services Finance/Investment Management
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22105?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22105?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Procurement Contract Manager is responsible for working with the Procurement team to supporting stakeholders in the contract review and negotiation across a broad range of sub-categories, including but not limited to: Capital Projects (Construction) and Facilities Management (MRO supplies, Custodial, Groundskeeping, Security, Bus Transportation, Utilities, Fleet, etc.); Administrative (IT, HR, Marketing, Travel, Finance, Legal, etc.) and Academic (Research Consultants, Scientific & Lab Equipment and Supplies, Library, Print, Athletics, Events, etc) Categories

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### What You'll Do

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### Essential Functions:

Assist Procurement staff with the drafting, review and negotiation of a wide variety of contract types, including master agreements, termination letters, non-disclosures, statements of works etc.

- Develop and implement contract templates, tools, and processes that meet stakeholder's needs for each category/sub-category/(s).
- Generate reports (spend, contracts) for contract renewal pipeline and share with category managers and stakeholders.
- Train procurement team on contract terms and fall back language.
- Provide contract templates to be included in RFXs and review contract edits received in response to n RFXS (RFIs, RFPs, and RFQs).
- Negotiate commercial and legal terms and establish agreement with selected supplier.
- Expert at identifying legal, regulatory and business risks in a contract. Can explain associated risks to stakeholders across different functions, along with recommended solutions to mitigate those risks. Draft deal summary that explains risk together with mitigation strategies, if applicable.
- Support category teams to monitor contract utilization and identify opportunities improvements. Support category teams in achieving contract review cycle time targets so that all contracts are reviewed and negotiated within established metrics.
- Audit contract utilization and establish and communicate KPIs/metrics and dashboards for savings, project status updates, spend utilization, and contract renewals. Drive compliance to procurement policies and preferred vendors.
- Communicate updates regarding price and service fluctuations of goods and service providers as well as market macro trends impacting the industries and related supply chains of suppliers within relevant categories.

This description is not intended to be all-inclusive.

Employee may perform other duties as assigned to meet the ongoing needs of the organization.

### What We're Looking For

#### Basic Requirements:

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- The ideal candidate will be an influencer with strong analytical, project management, and negotiations skills.
- Must have at least 7 to 10 years relevant experience/expertise in contract review, drafting and negotiation, strategic sourcing, vendor management in one or more spend categories, with a track record in creating value (cost, service, innovation).
- Bachelor's Degree in business, economics, operations, or supply chain management.
- Expertise in review, editing, and negotiation of contract language (terms and conditions) both commercial and legal is essential.
- Ability to understand business drivers, develop knowledge of supplier markets and bring solutions that meet stakeholders' requirements.
- Able to draw and communicate insights from quantitative and qualitative data
- High level of integrity and dependability with a strong sense of urgency
- Ability to negotiate with suppliers as well as influence internal stakeholders regarding the benefits associated with sourcing decisions
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Understand Contract Life Cycle Management and have extensive experience working and administering CLM applications.
- Proficient in ERP and procurement tools, systems, and processes – including eRequisitions, Spend Analysis, sourcing (RFX and eAuctions), and eCatalogs
- Advanced user of Microsoft Outlook, Excel, Word, and PowerPoint
- Manage high visibility projects with minimal oversight
- Highly motivated, self-starter, detail-oriented, excellent prioritization, cross functional player
- Team player with excellent interpersonal, communication, critical thinking, and decision-making skills
- Change management and process improvement skills with direct experience in supporting business process change

### Preferred Qualifications

- JD in business law is a plus. Certification in paralegal.

### Pay Range

Minimum \$96,500.00, Midpoint \$120,600.00, Maximum \$144,800.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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