



## **Director MBE Services**

### **About the Organization**

The Mid-States Minority Supplier Development Council (Mid-States MSDC) 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 state. Specifically, the Council promotes and facilitates business relationships between its members and certified minority-owned business enterprises.

Mid-States MSDC works to expand business opportunities for minority-owned companies to build a stronger, more equitable society by supporting and promoting minority business development.

Mid-States MSDC has over 60 corporate members and approximately 250 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.

Mid-States MSDC is a private, non-profit organization categorized by the IRS as 501(c)(3). The Council is headquartered in Indianapolis, IN, and has offices in St. Louis, MO. The Council is one of 23 regional affiliates of the National Minority Supplier Development Council (NMSDC).

The Director of MBE Services reports to the Executive Vice President and is the Mid-States MSDC MBE certification process's principal manager as prescribed by the NMSDC's Standards of Affiliation and Licensing Agreement and MBE Certification Policies & Procedures Manual. The Director of MBE Services is responsible for ensuring compliance with all Certification Guidelines, Policies, and Procedures in accordance with the Standards of Affiliation, Licensing Agreement, and Certification Policies and Procedures Manual.

### **Strategies and Goals**

The Mid-States MSDC strategy aims to aid the growth and development of ethnic minority-owned businesses by facilitating the purchase of goods and services by public and private purchasing entities.

The goal is to help certified ethnic-minority businesses become long-term, qualified entities capable of competing in the national and international economic markets. 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

## **NMSDC Certification**

The rigorous NMSDC certification process, created to authenticate ethnic-minority ownership, management, and control, is best in class across all major industries and markets. The NMSDC certification process protects against the establishment of minority “front” companies. The NMSDC has created a certification strategy and goal, along with certification policies and procedures.

To ensure the NMSDC's strategy remains consistent and comprehensive versus the stated goal, the Director of MBE Services shall research, develop, and implement measurable strategies and tools to comply with current certification standards at the Mid-States MSDC. Additionally, the Director of MBE Services will continually strive to enhance the certification process. Furthermore, the Director of MBE Services shall present the findings to the NMSDC Vice-President of Field Operations, Certification Committee, and Mid-States MSDC officers.

## **Certification Activities**

1. Initial Certification Process (Pre-certification, Application Review, Site Visits, Certification Committee Recommendation, Board of Director Actions, Invoicing MBEs, and Supplier Database/ NMSDC Central Management)
2. Recertification (Recertification Notice, Invoicing, application Review, Certification Committee Recommendation, Board of Director Actions, Invoicing MBEs, and Supplier Database/ NMSDC Central Management). Subscription Services (Subscription Services Notice, Invoicing, application Review, Board of Director Actions, Invoicing MBEs, and Supplier Database/NMSDC Central Management)
3. New Applicants, Recertifications, and Subscription Services

## **Responsibilities**

- Plan, develop, implement, and manage a pre-certification briefing to inform potential applicants regarding the NMSDC policies and procedures related to ethnic-MBE certification and ensure the educational briefing materials comply with the policies of the NMSDC. They shall create and brand a pre-certification training module for potential applicants.
- Manage the process of evaluating new applications based on the applicant's empirical data and create an appropriate system for measuring certification cycle times.
- Analyze and synthesize new certification applications, based on the applicant's empirical data, against NMSDC standards in preparation for the certification committee meetings.
- Present Certification Committee results to the Mid-States MSDC Board of Directors' for Action.
- To conduct site visits for new applicants.
- Maintain a comprehensive knowledge regarding the NMSDC certification policies and procedures.
- Provide staff support to the President at regional and national network-related activities and networking functions (i.e., the primary certification contact with the NMSDC, Inc. and the Vice-President for Field Operations).
- Prepare the certification section of the quarterly report.

## **Research Activities**

- Provide program enhancements to the Mid-States MSDC regarding the certification standards.
- Research, develop, and present information on other public-sector or local governments allowing the Mid-States MSDC to certify MBEs for their supply chain to the President and Board of Directors.
- Research, develop, and present information on NMSDC certification guidelines consistent with the current supply of applicants and the marketplace.
- Research, develop, and present findings that correctly evaluate and rank Mid-States MSDC among its affiliated peers.
- Research, develop, and present findings of Certification Committee members' attitudes regarding the information presented by applicants.
- Maintain a comprehensive knowledge regarding the Mid-States MSDC certification policies and procedures, the Certification Portal, and the data within NMSDC Central.
- Present changes in the Mid-States MSDC Certification Policies and Procedures to Council President and Board of Directors.
- Manage the submission of all certified MBEs into NMSDC Central.
- Conduct certification workshops and training.
- Assist the President in performing informational certification sessions.
- Attend Mid-States MSDC and NMSDC annual conference at the direction of the President.
- Provide staff support to the Mid-States MSDC Certification Committee.
- Prepare and present certification reports to the Board of Directors.

## **Qualifications**

To perform this job successfully, an applicant must have at least five (5) years of project management experience. Must have an understanding of ethnic-minority business enterprise certification or equivalent. (Note – NMSDC Certification is extremely proprietary).

## **Education**

Bachelor of Science (B.S.) degree in management, business, Industrial Engineering, or related fields that teach inductive and deductive reasoning from an accredited four-year college or university. A Juris Doctorate (J.D.) or advanced degree in Business Administration (MBA) is a plus.

## **Language Skills**

The ability to understand, analyze, and interpret certification documents presented by an applicant. This includes general business periodicals, professional journals, technical procedures, governmental regulations, and some legal documents (e.g., Limited Liability Company Operating Agreements, Corporate Bylaws, and Partnership Agreements) is essential. Writing reports, business correspondence, and procedure manuals in a business writing style are necessary. The ability to effectively present information and respond to questions from groups of mid-level and senior managers, clients, customers, and the general public is essential. The applicant must be able to ask "reasoned" questions. Must possess up to date comprehensive knowledge regarding NMSDC's certification policies and procedures for staff and the general public. Spanish speaking ability is a plus.

### **Quantitative (Mathematical) and Qualitative Skills**

The ability to calculate and interpret financial information such as Balance Sheet, Profit & Loss Statement and Statement of Cash Flows. The applicant must possess the ability to understand and apply abstract quantitative concepts (e.g., basic math word problems) and legal charter documents (e.g., Bylaws, Operating Agreements, and Partnership Agreements) and to apply to the applicant's qualitative data.

Also, the applicant must have the ability to use skills and ask reasoned questions. (e.g., Remember, when the applicant has a control issue (i.e., 51% ethnic minority: 49% non-minority ownership structure), by asking an applicant a direct question, the applicant may not provide a truthful answer).

### **Reasoning Ability**

Applying basic deductive and inductive reasoning and logic is necessary to carry out the certification process. This includes interpreting presented information, whether furnished in written, oral, diagram, or other visual forms, and determining if the data meets the certification requirements. Also, the ability to deduce complex issues that have not yet been incorporated into the certification standards. The ability to understand these issues with minimum instructions or directions from the Mid-States MSDC. The applicant must be able to understand the question, not asked (tacit knowledge).

### **Computer Skills**

Possess a working knowledge of basic computer word processing, spreadsheets, e-mail, Internet software, PowerPoint, Excel, QuickBooks, and Desktop Publishing.

### **NOTE**

The above job description is not intended to be an all-inclusive list of the position's duties and standards. Incumbents will follow any other instructions and perform any other related duties assigned by their supervisor. Mid-States MSDC is an equal opportunity employer.

Visit [www.midstatesmsdc.org](http://www.midstatesmsdc.org) to learn more about us.

Submit resumés to [careers@midstatesmsdc.org](mailto:careers@midstatesmsdc.org)