

## Supplier Diversity Program Manager

Citizens Energy Group is a 134-year old broad-based utility service company, providing natural gas, thermal energy, water, and wastewater services to residential and business customers in the Indianapolis and surrounding areas. We are inspired by our highly motivated employees who each day provide outstanding service. Our employees are not only our greatest asset but are also ordinary people who do extraordinary things.

Citizens Energy Group offers a highly competitive compensation package that focuses on the health and well-being of our employees and their families. Beyond your standard compensation, employees can take advantage of outstanding health and wellness plans, excellent retirement savings programs, as well as a flexible work schedule. We encourage employees to make a difference in the communities where they work and live. We donate time and money to a wide range of non-profit organizations improving quality of life in central Indiana.

### **Position Summary:**

The successful candidate will provide vision, leadership, and strategy in organizing, facilitating, and executing an effective supplier diversity program, consistent with organizational goals and objectives.

### **Responsibilities include, but not limited to the following:**

- Provide vision and direction in maintaining a strategic Supplier Diversity Program in order to meet or exceed Corporate supplier diversity business goals.
- Lead diverse supplier development efforts and serve as advocate in promoting business opportunities for certified minority, women, and veteran owned business enterprises.
- Participate in supplier diversity stakeholder groups by serving as a board member or committee volunteer to advance supplier diversity best practices.
- Conduct quantitative and qualitative research and analysis and communicate issues impacting supplier diversity and supplier development.
- Organize and conduct Citizens Energy Group supplier diversity inreach/outreach events in collaboration with business units, departments, and external resources.
- Identify supplier diversity best practices and develop recommendations for inclusion in the organization's Supplier Diversity Program.
- Identify and monitor key metrics that drive and measure supplier diversity performance and effectiveness.
- Consistently review and pursue supplier diversity program improvements in utilization, reporting, compliance, and other program enhancements.
- Identify and communicate diverse sources of supply to internal business partners.
- Maintain and expand the database of diverse suppliers.
- Monitor and report the organization's utilization of diverse suppliers.
- Provide education and coaching with regard to supplier diversity-related processes, opportunities, and the strategic value associated with a diverse supplier base.

### **Required Qualifications:**

- Six or more years of progressive experience in Business Administration, including areas such as, Diversity Leadership, Supplier Diversity, Strategic Planning, Corporate Communications, Outreach, Project Management Fundamentals, Leadership Fundamentals.
- Proficiency with electronic spreadsheets and databases.
- Bachelor's degree in business, supply chain management, corporate communications, or related field.



- Demonstrated experience in collaboration with external entities or initiatives, especially those promoting supplier diversity or business equity in the community.
- Demonstrated experience with internal/external customers and/or suppliers including independently identifying needs, developing action plans, identifying deliverables and delivering results.
- Demonstrated ability to accurately interpret information; integrate people, processes, and systems; lead continuous improvement teams; make strategic recommendations regarding program scope and impact.

**Desired Qualifications:**

- Fluent in conversational Spanish.
- Master's degree in business administration, professional certifications in Supplier Diversity, Supply Chain Management, Contract and Project and Program Management.
- Relationship building; proficiency in outreach, collaboration and engagement.

**Citizens Energy Group offers competitive salary and benefits including:**

- Defined Benefit Pension Plan
- 401(k) Retirement Plan with company match
- Short-Term Incentive Plan (STIP)
- Health, Dental & Vision
- Health Savings Account (HSA) with company contribution
- Wellness Program
- Adoption and tuition assistance
- Employee Credit Union
- PTO and Paid Holidays

If you're looking for a career in a trusted field, with a reliable employer that values employees and quality of work, then Citizens Energy Group is where you want to be.

In order to apply, please go to [www.citizensenergygroup.com](http://www.citizensenergygroup.com), click on "Our Company" and then "Careers".

Citizens is a drug-free, Equal Opportunity Employer