



Innovative Thinking. Tailored Delivery.

Partnerships Manager for CESA Purchasing

EMPLOYMENT OPPORTUNITY



Location

Whitewater, WI

Type:

100% FTE, year round

Reports to

Mitchell Lilly, Executive Director of
Communication & Marketing

Start Date

March 1, 2023

Salary Range

\$75,000 to \$100,000

Summary

CESA 2 seeks a Partnerships Manager to lead the CESA Purchasing Program. CESA Purchasing is a statewide Wisconsin cooperative that works with local and national vendors to provide negotiated contracts to K-12 schools, libraries, technical colleges, universities, municipalities and other non-profit educational entities. By combining purchasing power, schools and organizations can obtain substantial volume discounts on technology, roofing and flooring, office supplies and more. The preferred candidate will have demonstrated success with relationship building, be an experienced negotiator, be entrepreneurial, and be a compelling spokesperson for the CESA Purchasing program. An attention to detail and ability to effectively manage relationships are a must. This is an exciting opportunity for someone interested in building the program and developing a team to enable school districts and other entities to save money.

Responsibilities

Responsibilities include but are not limited to:

- Develop new clients and vendor partnerships.
- Support school district and vendor relationships through attentive and timely customer service.
- Manage the CESA Purchasing program to ensure school districts have access to the best contracts available.
- Analyze contracts and negotiate with vendors.
- Manage AEPA contracts. AEPA is a nationwide group of educational organizations working together to negotiate and offer national contracts to school districts.
- Build sustainable revenue streams to support the CESA Purchasing program and CESA 2.
- Ensure that vendor partnerships align with school district needs and agency mission.
- Connect educational entities to new resources and/or savings to help them meet their educational goals.
- Works collaboratively with supervisor to set and meet the goals of the CESA Purchasing Program.

Qualifications

Education/Experience: Candidate must have a Bachelor's degree (BA/BS) in Business, or related field; or equivalent combination of education and experience.

Skills Required: The ideal candidate should have three or more years professional experience in partnerships and contract negotiation. Must be a skilled and effective communicator, who is goal-driven and self-directing. Candidates must have a working knowledge of budgeting, forecasting and goal development. Candidates must also be attentive to details and effectively build and maintain relationships with a variety of stakeholders. The preferred candidate will also have an understanding of the current state of education. High energy, a friendly personality, an ability to be flexible, proactive and resourceful is highly valued.

About CESA 2

CESA 2 Background

CESA 2 is a governmental subdivision and participates in the Wisconsin Retirement System serving 74 school districts in south-central and south-eastern Wisconsin. Benefits for full-time employees include health insurance, dental insurance, life insurance, long term disability insurance and paid sick days.

CESA 2 is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.

How to Apply

Email resume and cover letter to Nicole Barlass,
Executive Director of Operations,
nicole.barlass@cesa2.org

CESA purchasing

About CESA Purchasing

CESA Purchasing's mission is to level the playing field so that the smallest school can have the same advantages of a large district.

CESA Purchasing makes it easy for schools and other educational entities to take advantage of already negotiated and/or bid discounts through our national AEPA contracts, Wisconsin-Only agreements and contracts.

We Support

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|------------------|---------------|-----------------|
| •Public Schools | •Universities | •Municipalities |
| •Private Schools | •Non-Profits | •Reservations |
| •Charter Schools | •Libraries | •And More! |

Mission

Improve student learning by expanding the capacity of our diverse school districts.

Vision

Become the preferred partner by helping districts achieve exceptional student learning.

Values

- Collaborative Relationships
- Effective Practice
- Tailored Services
- Family Engagement
- Shared Leadership
- Results Focus
- Innovative Thinking

How We Serve

The Cooperative Educational Service Agency (CESA) 2 provides services and support to its 74 member school districts throughout Dane, Green, Jefferson, Kenosha, Racine, Rock, and Walworth counties in southern Wisconsin. Working in partnership with school districts, universities, and businesses, CESA 2 strives to be a leader of educational leaders. CESA 2 is governed by section 116.01 of Wisconsin State Statutes, which allows it to enter into contracts and act as a liaison between school districts, the Department of Public Instruction, and the U.S. Department of Education.

Funding for CESA 2 programs and services comes from state and federal grants, professional development workshop fees, and fees paid for specific services.

