



1300 Division Road, Suite 102, West Warwick, RI 02893  
(401) 381-0600 Fax (401) 381-0016

## Sr. Vice President, Contracting and Business Development JOB DESCRIPTION

<b>Created:</b> August 26, 2011	<b>Last Revised:</b> July 18, 2022
<b>Reports to:</b> President/CEO	<b>Exempt/Non-Exempt:</b> Exempt

### **PRIMARY PURPOSE:**

This position reports directly to the CEO and is responsible for identifying and pursuing opportunities that meet the company’s objectives for growth and/or savings. The position negotiates agreements with health care manufacturers, distributors and other suppliers that support the operations of the BCA Member. These include, but are not limited to the BCA direct Medical Plastics, Equipment, and Reagent agreements which currently represent over \$300 Million or 48% of the total Member revenue through BCA. Once agreements are established, this position maintains the relationship and the contracts between BCA, the Members, and the Suppliers and intervenes, analyzes and resolves business conflicts between the parties.

In addition, this position seeks and establishes relationships and contracts with Cell Therapy companies, CROs, Cell Banks and Academic Researchers and Pharma companies that will provide new revenue streams and/or opportunities to enhance operations of the blood center. The position also introduces the company to the Membership and supports its integration into blood center operations. This position represents BCA at Global Cell Therapy Summits and is responsible for exhibiting and presenting Member Center capabilities to the Cell Therapy industry.

### **INCUMBENT CONTACTS:**

**Internally:** The Director of Contract Development and the Sr. Director of Cell Therapy and Biologics report directly to this position;  
Interaction with BCA’s attorneys, data entry staff, staff responsible for metrics collection, and accounting staff; and staff responsible for Cell Therapy meeting exhibiting

**Externally:** Vendors/Suppliers on all levels;

BCA Board level Standardization and Cell Therapy Committees  
Cell Therapy Industry company staff all levels;  
BCA CEOs, COOs, Medical Directors and staff;  
Attorneys representing suppliers and customers;  
Internal and External Consultants in the Cell Therapy Industry



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### **ESSENTIAL FUNCTIONS:**

- Negotiates and collaborates with suppliers and distributors for mutually beneficial outcomes in contract offerings;
- Writes/ designs RFP documents/ part of decision making Review Team to establish awardees
- Responsible for cost modeling specific to CT Industry opportunities
- Identifies member needs across Membership and works to establish group buys where appropriate;
- Negotiates and executes contracts to closure;
- Identifies new opportunities with suppliers and/or cell therapy companies and collaborates with members to ensure delivery;
- Drives growth in contracts by sharing best practices through BCA user groups and supplier programs;
- Sustains relationships with members, suppliers and cell therapy companies to ensure internal and external customer satisfaction and loyalty;
- Works with Medical, technical and quality consultant to support specific company protocols and opportunities to support the BCA Cell Therapy Collection Network
- Communicates effectively with all customers;
- Routinely monitors member and supplier compliance to contract terms and conditions and prepares quarterly Compliance Reports that convey compliance on a member and cooperative level;

### **MARGINAL FUNCTIONS:**

- Tracks and trends purchases to monitor competitive landscape;
- Solve problems on individual member level with suppliers, distributors and cell therapy companies;
- Monitors supplier behavior to ensure compliance to Master agreements;
- Tracks any product issues and communicate to supplier;
- Supports Accounting with data for yearly activity reports;
- Maintains/updates all contract files and related dashboard files;

### **EDUCATION:**

- Bachelor's degree in business or a related field with an SBB or Master's degree preferred;

### **EXPERIENCE:**



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- -8 – 10 years progressive experience in business development in the health care products industry or progressive managerial experience in the health care or blood center industry;

**KNOWLEDGE, SKILLS AND ABILITIES:**

- In depth knowledge of blood center operations;
- Strong negotiation and persuasion skills;
- Ability to persevere and be diligent in the pursuit of new opportunities/contracts;
- Demonstrated success in the launch and management of high volume agreements;
- Excellent verbal, written and presentation communication skills;
- Excellent organizational and problem solving skills;
- Proven ability to engage and build relationships with supplier and Member top management;

**WORKING ENVIRONMENT AND CONDITIONS:**

- Primarily works in an office environment, well-lighted and ventilated; Majority of work is by computer, phone and webcasts; 20-30% of overnight travel required;