



Wingate University Vendor and Contract Manager

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu.

Position Title: Vendor and Contract Manager, Finance

Position Location: Wingate Main Campus

Position Summary: The Vendor and Contract Manager manages vendor relationships through all stages of the agreement lifecycle, in alignment with relevant university frameworks/methodologies, and with business and enterprise objectives. Providing leadership, direction and coaching to teams, they will partner with leaders across the university and facilitate and support the management of enterprise vendors.

Duties and Responsibilities:

- Manages a range of vendor relationships that vary considerably in scope, complexity, and criticality.
- Supports university wide vendor management activities as assigned.
- Independently delivers assigned initiatives, ensuring business requirements are defined and met.
- Provides day-to-day support to assigned business partner(s) with minimal management guidance/oversight.
- Acts as a strong resource within area of expertise by sharing advice and counsel.
- Manages portfolio of vendors to ensure vendor invoices are accurate based on signed contractual agreements and terms.
- Provides analysis and reporting as needed.
- Collaborates with all levels and ensures inclusion by impacted areas for all decision-making efforts.

Qualifications and Experience:

- Bachelor's Degree or equivalent experience
- 3+ years of experience in vendor/contract management
- Skilled multitasker and problem solver
- Strong decision-making skills
- Superb analytical skills
- Detail-Oriented
- Excellent written and verbal communication skills

- Ability to work collaboratively within a team and independently
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at careers@wingate.edu. In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. At this time, we are currently seeking candidates with legal authorization to work in the U.S.