

Southeastern Connecticut Enterprise Region, Inc. (seCTer)

Connecticut Procurement Technical Assistance Program

CT PTAC Director

The PTAC Director is responsible for management and contract fulfillment of the US Government Defense Logistics Agency program on behalf of seCTer and the State of Connecticut. The Director manages overall program services and operations, to include client advisory and educational services, financial reporting and controls, and contract compliance.

Duties:

- Serve as a Principle Investigator on the DLA Cooperative Agreement.
- Develop, deliver, and manage program services according to DLA requirements.
- Define, develop, and maintain appropriate management information systems and administrative processes for required program documentation and reporting.
- Develop program budget, track cost share, and compile quarterly reports.
- Secure required match funding and in-kind resources.
- Monitor program finance and expenditures in compliance with DLA and State requirements and standards.
- Monitor and reconcile PTAC funding accounts and prepare for program audits.
- Prepare cooperative agreement proposal and develop budget for submission.
- Prepare reports for federal and state funders.
- Prepare client database analyses and writing of success stories for funding agencies.
- Recruit, hire, and manage staff and monitor professional development.
- Establishes and monitors specific performance metrics to evaluate the efficiency and effectiveness of the PTAC program.
- Surveys client base to ensure quality and inclusiveness of service delivery.

Outreach and Marketing:

- Develop, monitor and maintain a marketing/outreach program to attain specific economic development and client-based goals and actively recruit new clients within the PTAP service area.
- Establish and maintain effective working relationships with prime contractors, government agencies, resource organizations and associations, other PTAP's, Chambers of Commerce, economic development entities, state and federal elected officials, and other small business support organizations to garner support for sustaining and expanding initiatives linked to the PTAP mission.
- Serve as a Subject Matter Expert (SME) on various government contracting topics.
- Monitor maintenance/upkeep of the PTAP website.

Counseling:

- Counsel Connecticut small businesses (clients) on the process of doing business with federal, state, and local governments.
- Assist clients with feedback during preparation and submittal of the Federal, State and local government solicitations and GSA Federal Supply Schedules.
- Advise client on regulatory issues and marketing strategies regarding government procurement.
- Research and analyze specific procurement opportunities for Connecticut small businesses.
- Assist clients in understanding and preparing applications for Small Business Administration and other Set-Aside certifications including but not limited to 8(a), HUBZone, WOSB/EDWOSB, CVE (SDVOSB, VOSB) and SAM.

Required Qualifications:

- Bachelor's degree and five years of experience in business or technical field, or equivalent combination of education and experience.
- Demonstrated critical thinking, independent research, analysis, communication and presentation skills.
- Demonstrated supervisory and project management experience.
- Demonstrated experience with procurement processes and principles and knowledge of federal, state and local small business programs.
- Strong knowledge of the FAR and federal, state and local government contracting/sub-contracting requirements relating to small business requirements.
- Demonstrated experience in grant writing, budget development, and financial reporting.
- Ability to meet deadlines and prioritize simultaneous demands while working in a fast-paced contract supported environment.
- Exceptional written and oral communication skills.
- Exceptional computer skills (Microsoft Suite).
- Must be willing to travel regionally and nationally to meet PTAC mission requirements.
- Appointment to this position is subject to DOD-DLA review and approval.

Preferred Qualifications:

- Master's Degree
- Professional certifications: NCMA CFCM Certification or APTAC CPP or DAWIA/Federal Level III Contracting Certification.
- Familiarity with performing in-depth market research using tools related to government contracting such as USA Spending, FPDS, and FED Biz Opps.
- Familiar with CRM Neoserra.

If interested in applying for this position, please send a cover letter and resume to:

lwood@secter.org