

Hawaii PTAC: Job Description

Program Manager

SUMMARY OF DUTIES:

We are looking for a dynamic individual who appreciates the benefit and importance of working with Hawaii's small businesses to expand their sales into the government markets, the world's largest customer. This role will provide leadership, vision, and oversight for Hawaii's Procurement Technical Assistance Center (PTAC), a statewide program within the Hawaii SBDC Network at the University of Hawaii. The PTAC offers technical assistance to Hawaii businesses that want to contract with federal, state, or local governments. This role requires attention to detail, excellent interpersonal communication skills, grant proposal development, reporting, management, and federal funding partner compliance within a fairly structured environment. It also includes budgetary and operational management of the statewide program including supervision of one procurement specialist position. The manager also delivers advising, training, and networking services in addition to developing and maintaining stakeholder relationships. This position works closely with and reports directly to the Hawaii SBDC Network Associate State Director.

Also note that this position is grant-funded and is considered at-will.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as team member of the Hawaii SBDC Network and program manager for the Procurement Technical Assistance Center.
- Provide leadership, vision, strategic planning, development, and oversight of the PTAC program.
- Take the lead in the PTAC annual budget planning and federal grant proposal preparation. Monitor all expenditures to ensure they comply with federal, state, and University policies and procedures. Prepare required reports for multiple stakeholders of this grant-funded program.
- Provide leadership and oversight to PTAC procurement specialist.
- Provide advising to clients statewide through a variety of methods including face-to-face meetings, phone, email, and web-conferencing. Assist clients with developing successful strategic plans for government contracting. Assist clients with assessing opportunities for government work, completing necessary registrations, evaluating client's potential eligibility for certification programs, and assisting clients through certification processes as appropriate. Assist clients in responding to RFPs, RFQs, and IFBs.
- Provide post award support to businesses that win government contracts.
- Work with various regional economic development providers and governmental purchasing representatives to develop working relationships to better serve the small business needs in securing government contracts.
- Participate fully in Hawaii SBDC Network activities to maximize network capacity to meet client needs. Provide research and information to assist small businesses in marketing to government agencies and securing government contracts.
- Serve as the primary spokesperson for the PTAC program.
- Ability to travel and possess a valid driver's license.

Qualifications

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited college or university and/or successful equivalent experience in professional consultation in business development.

Experience: Minimum two years' leadership and program management experience

- Experienced in government contracting and enthusiastic about the opportunities it offers to small business.
- Demonstrated knowledge and understanding of government contracting processes, policies and procedures.
- Business development experience gained from direct experience and/or formal training.
- Dynamic leader, advisor, coach, and mentor.
- Experience and ability to design and present training programs, both in-person and online.
- Experience working with multiple partners, stakeholders, and community leaders.
- Highly self-motivated and self-directed; able to work independently, as well as with a team.
- Competent computer technology user including a high level of experience with, but not limited to, database management, web conferencing platforms, digital marketing, and MS Office Suite.
- Excellent written and verbal communication skills.

Valid Driver's License with a motor vehicle.

Incomplete application materials will not be considered.

DESIRED QUALIFICATIONS:

- Master's degree
- Government Contracting Experience
- Business Ownership Experience
- High level of emotional intelligence and self-awareness—team player, great listener, thoughtful, open-minded, progressive, visionary, conscientious, positive attitude, and customer service oriented.
- Demonstrated competency in financial reporting and budgeting.
- Grant management and federal funding compliance experience.
- Detail oriented.
- Hands-on business planning and development skills.
- Specialized expertise with SBA government contracting programs (HUBZone, 8(a) business development program, etc.); GSA schedules; and/or the VA CVE verification program for veteran-owned small businesses is desirable.
- Experience in assisting small businesses in working through various procurement processes.

REQUIRED MATERIALS:

Complete the online application and upload the following.

Cover letter addressed to Cathy Wiltse, Principal Investigator, that includes a brief narrative describing how your background makes you the ideal candidate for this position. **This cover letter is not to exceed one page.**

- Resume (not to exceed two pages)
- Contact information for, and your association with, four professional references

Incomplete applications or applications that do not follow the guidelines listed above will not be considered.

HIRING STATEMENT:

RCUH is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call.

Primary Location: Honolulu, Hawaii.

Salary: Commensurate with qualifications.

Shift: Day Job

Unposting Date: Oct 6, 2019