



## **Business Development Advisor – Government Contracting**

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### **Statement of Duties**

Responsible for specialized, professional technical assistance to individuals and businesses that are seeking to pursue and successfully perform contracting and subcontracting opportunities with the Department of Defense (DoD), federal and state agencies, and local/municipal governments.

### **Position Functions**

*The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

### **Business Counseling**

- Counsel Rhode Island companies in all aspects of government contracting and subcontracting in compliance with the active Defense Logistics Agency's Cooperative Agreement.
- Provide in-depth assistance to a caseload of clients via one-on-meetings, phone calls, email and video conferencing.
- Research and prepare strategic recommendations on moving a client forward to becoming successful government contractors.

### **Training**

- Develop and present training sessions to clients and prospective clients.
- Maintain a current knowledge of federal, state and local government contracting laws, policies and procedures and socioeconomic programs in order to conduct one-on-one training or group sessions.
- Maintain current resources for government procurement information and assistance including web sites, newsletters, agency contacts, and private sector contacts

### **Key Competencies**

#### **Written and verbal communications**

- Must have skills to exercise considerable judgment, and discretion in establishing and maintaining effective working relationships across all levels of the organization and with external individuals and groups.
- Identify and document client success stories attesting to the procurement technical assistance provided to clients for each award year.
- Ability to interact and present information in a clear and concise manner.

#### **Analytical Skills**

- Ability to conduct independent research; analyze and interpret results; and develop comprehensive reports and proposals
- Must be able to utilize the FAR/FAR supplements and RI State procurement regulations

#### **Organization**

- Ability to plan, organize and manage multiple projects and to adapt workload to changing priorities.

### **Computer skills**

- Proficiency in ecommerce applications — specifically internet and database applications.
- Utilize the Outreach Systems data base management system and the Bid-Match search engine to provide required federal and internal reports and to communicate solicitation opportunities to clients.
- Maintain complete and accurate documentation of services provided during all counseling sessions, preserving client confidentiality.

### **Qualifications**

A candidate for this position should have a bachelor's degree with a minimum of three to five years' industry or government experience as a government contracts/procurement officer, government marketing specialist or business development specialist for a government vendor.

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### **Classification**

- **Regular Full Time – 37.5 hours per week**
- **Salary/Exempt**

### **Reports to**

**Government Contracts Director**

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**To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:**

**Rhode Island Commerce Corporation**  
[\*\*job.opportunities@commerceri.com\*\*](mailto:job.opportunities@commerceri.com)

- Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.
- The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.