



State Director - APEX Accelerator (formerly PTAC)

Statement of Duties

Incumbent provides administrative and technical assistance to businesses regarding participation in the federal government procurement program; performs all other related work as required.

Essential Functions

- Oversees all outreach, marketing, program management, and counseling associated with the operation of the APEX Accelerator, to include supervision of the staff, allocating and disbursing of financial resources, seminars and training, and community involvement.
- Reviews, evaluates and interprets federal and state government requirements for contracting of services/purchasing of products for Rhode Island-based firms engaged in manufacturing, service, construction and related industries; counsels clients on all aspects of government contracting.
- Develops, monitors, and maintains marketing/outreach program with specific client-based goals to achieve annually. Actively recruits new clients.
- Prepares and submits annual budget proposal and all administrative reports to the Grants' Officer in required format for review and approval; establishes specific performance metrics to evaluate the effectiveness of the procurement program.
- Establishes and maintains effective working relationships with legislative and congressional delegations, community and business leaders, and members of RICC's diverse business constituency base to garner support for sustaining and expanding initiatives linked to the procurement program. Conducts formal presentations for external groups involved in economic development.

Qualifications

- Bachelor's Degree in business or related field
- Minimum of five (5) years of progressively responsible experience in government contracting
- Minimum of three (3) years of supervisory experience
- Critical thinking skills to conduct independent research, analyze and interpret results; develop comprehensive reports and proposals, and present information in a clear and concise manner
- Must have demonstrated experience in:
 - Budget planning
 - Organizing and managing multiple projects, and the proven ability to adapt workload to changing priorities
- Must have skills to exercise considerable judgment, innovation and discretion in establishing and maintaining effective working relationships across all levels of the organization and with external individuals and groups
- Proficiency in microcomputer applications — specifically Internet and database applications, required. Must be willing to travel regionally and nationally for training and discuss strategy and program development with other PTAC managers.

Preferred:

- Working knowledge of Department of Defense Cost Share Agreement Regulations (DODGARs) and federal grant requirements

Supervisory Responsibilities

Responsible for the overall direction, coordination, and evaluation. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Applications will be accepted until position is filled. To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation

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.