

Procurement Counselor, APEX Accelerator Delaware, Small Business Development Center

Application Link: <https://careers.udel.edu/cw/en-us/job/501156/procurement-counselor-apex-accelerator-delaware-small-business-development-center>

**Apply now** Job no: 501156

**College / VP Area:** Research Office

**Work type:** Staff

**Location:** Newark/Hybrid

**Categories:** Financial Services and Procurement, Research & Laboratory, Full Time

**PAY GRADE: 30E**

### **CONTEXT OF THE JOB:**

Under the general direction of the Program Director of APEX Accelerator Delaware, a unit of the University of Delaware Office of Economic Innovation and Partnerships (OEIP), the Business Analyst/Procurement Counselor position is responsible for:

- Providing technical training and counseling on the Federal and State government contracting process to businesses in the three (3) counties of the State of Delaware; and
- Working with companies to assess their current market position and capabilities, developing, and recommending a marketing or business strategy to increase government sales, providing technical assistance and solutions to Federal and State government contracting issues.

### **MAJOR RESPONSIBILITIES:**

- Counsel businesses on conducting business with federal, state, and local government.
- Conduct training and public speaking engagements that educate businesses about the Procurement Technical Assistance Center of Delaware and the government contracting process.
- Conduct research and analysis for businesses.
- Identify client government business development needs and internal/external resources to meet need.
- Enhance clients' ability to win awards from government agencies by assisting to develop a strategic marketing plan for procurement opportunities.

- Assist companies to apply to various government databases (i.e., System for Award Management-SAM).
- Assist companies to create company profiles based on their NAICS, SIC, PSC, FSC, and State product/service codes.
- Demonstrate web-based resources and transaction systems, i.e., SAM Contracting Opportunities, DIBBS, WAWF, DE State MyMarketPlace, GSA/FSS Schedules, etc.
- Instruct companies on proposal preparation including interpreting FAR and FAR Supplement regulations, as related to solicitations and contracts.
- Assist clients with their applications for federal and state socio-economic certification programs, i.e., 8(a), WOSB, EDWOSB, HUBZone, VOSB, SDVOSB, etc.
- Develop and implement a marketing plan to obtain new clients for the program. Identify and participate in outreach and networking events.
- Interact with government agencies and large companies that have subcontracting opportunities.
- Perform other job-related duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's Degree in Business Management, Marketing, Accounting, Finance, Economics or related field and three years of experience in business management or business consulting or equivalent combination of education and experience.
- Certified training in the Federal government contracting or procurement field is highly desirable.
- General knowledge of FAR, DFAR, and other Federal procurement regulations. Working knowledge of Federal and State government regulatory processes related to the procurement of goods and services.
- Ability to interact and present information in a clear and concise manner, to include a wide variety of entrepreneurial, university, governmental, and private sector professionals.
- Excellent oral and written communication skills.
- Ability to conduct independent research; analyze and interpret results and develop comprehensive reports and proposals.

- Ability to plan, organize and manage multiple projects.
- Ability to adapt workload to a changing environment, as well as to government and corporate priorities.
- 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.
- Excellent computer skills (i.e., experience and regular use of Windows-based software, such as MS Word, Excel, PowerPoint, and other graphics/presentation products).
- Ability to communicate effectively and interact well with people of all ages and diverse backgrounds.
- Ability to conduct client business in any physical setting or virtual location (Experience with Zoom and/or Teams is desirable.).
- Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures, and backgrounds.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated, and equity is a core value.

**Special Requirements:**

Must have valid driver's license and be able to travel to meet with clients anywhere in the State of Delaware and attend professional development events outside of the state.

This position is open until filled.

**Notice of Non-Discrimination, Equal Opportunity and Affirmative Action**

The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.

**Applications close:** Open until filled