

Procurement Counselor

Kentucky Science & Technology Corporation (KSTC) (www.kstc.com), a Lexington-based independent and innovative non-profit and leader in developing and managing creative initiatives in education, entrepreneurship, and economic competitiveness, seeks a full-time **Procurement Counselor** for the **Kentucky Procurement Technical Assistance Center (KYPTAC)** which provides coaching and bid matching services to Kentucky companies seeking to do business with federal, state and local governments. Must be passionate about promoting and fostering business growth and opportunity in Kentucky, be comfortable identifying and connecting with clients all around the state, and have experience in business development, government procurement, or a combination of both.

Position Description

- Reports to KYPTAC Program Manager.
- Serve as primary point of contact for KYPTAC clients throughout the state.
- Provide the highest client satisfaction possible, working closely with them in a friendly, professional, and expedient manner.
- Lead workshops on specific topics dealing with government procurement and opportunities unique to Kentucky businesses.
- Review potential client responses to solicitations, including price comparison, conformity to Statement of Work, delivery terms, payment terms, and other terms and conditions of the procurement.
- Provide guidance to the client in terms of setting up contracts or teaming arrangements for suppliers or subcontractors on a potential project.
- Consult regularly with Kentucky Innovation Network Directors to produce client referrals, be knowledgeable about all program and network events and identify opportunities for further outreach.
- Travel throughout the state on a regular basis.
- Assist in creating regular reports to funders, input activity in a CRM system and communicate outcomes.

Required Skills & Experience

- Familiar with government procurement processes and successful performance of government contracts.
- Deep and thorough understanding of Kentucky industry, as well as a communicative and social disposition to meet and connect with relevant stakeholders to identify opportunities for KYPTAC activity.
- Familiar with a variety of registrations and certifications that are needed, such as the System for Award Management (SAM), small business standards, minority set-asides, etc.
- Experience in government or prime contracting environment.
- A creative thinker with strong analytical skills and the ability to think strategically.
- Excellent written and verbal English communication skills.
- Organized with ability to work in fluid environment.
- Familiar with Salesforce or other CRM applications.
- Able to work with limited supervision within a team environment.
- Able to work with a wide range of people including entrepreneurs, investors, service providers, state government personnel, etc.
- Passion for KYPTAC's mission to accelerate entrepreneurial opportunity in Kentucky and provide strategic support to businesses.
- Bachelor's degree required, advanced degree preferred.

KSTC is an equal opportunity employer and offers a competitive salary and benefits package. To apply, please email your resume and cover letter with salary requirements to hr@kstc.com. Screening begins immediately.