

Are you passionate about supporting businesses and helping them to diversify their customer base? Government contracting offers businesses the opportunity to stabilize their operational strategy and expand their sales. Networks Northwest is seeking a dynamic, tech-savvy, and results-driven professional to lead our APEX Accelerator Department. As the Regional Director, you'll oversee the operations and staff of our multi-county APEX Accelerator Program, guiding businesses in securing and excelling in contracts with local, state, and federal government agencies.

This hybrid position is out of Traverse City. The Northwest Michigan APEX Accelerator service area includes the entire Upper Peninsula and the 10-counties of the northwest Lower Peninsula. Some travel in and out of Michigan is required. The preferred candidate has the desire to continuously learn and improve, enjoys supporting and collaborating with others, relishes solving problems and use of technology, and has a passion for supporting our business community!

### **Responsibilities, Essential Duties and Functions**

An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

#### Program Management

- Complete grant and cooperative agreement applications.
- Act as primary point of contact for the funding sources.
- Ensure program is operating in compliance with funding agreements.
- Ensure program is satisfying programmatic goals stipulated by funding agencies.
- Manage the day-to-day operations of the APEX.
- Create and maintain program budgets.
- Make expenditures under the program's budget.
- Market and promote the APEX program to the public.
- Perform all reporting in compliance with funding agreements.

#### Client Counseling

- Help clients identify and locate federal, state and local government sales opportunities.
- Perform market research for businesses within the government market.
- Assist clients in completing required paperwork and online registrations for government contracting.
- Help clients understand government contracting rules and regulations, such as the Federal Acquisition Regulations.
- Assist and guide clients in responding to government solicitations and invitations to bid.
- Support clients with any issues that arise during contract performance.
- Maintain client database.

#### Training

- Assist in organizing and facilitating training opportunities for clients.
- Create training and marketing material.
- Present trainings to clients on various government contracting topics.
- Maintain training records.

#### Management/Other

- Supervise APEX staff.
- Plan professional development for all staff.
- Support Networks Northwest's CEO.
- Coordinate and collaborate with Business Services Team.

- Maintain a positive image of NWM APEX, Networks Northwest, and local host, within the community and work to foster cooperation and coordination between all regional partner organizations.

**Essential Qualifications:**

- Bachelor's degree or equivalent experience preferred.
- Management training or experience preferred.
- Knowledge and understanding of Federal, State and local government contracting policies and procedures required.
- A background in business is highly preferred.
- Experience managing a budget preferred.
- Outstanding computer
- Internet research skills.
- Outstanding oral and written communication skills.
- Public speaking experience.
- Ability to work collaboratively as part of a multi-organizational team
- Creative and problem solving skills.
- Possession of a valid driver's license and ability to be insured to drive agency vehicles.

**Compensation:**

This is a full-time salaried position offering Networks Northwest's benefits package that includes: Comprehensive health, dental and vision insurance with employer paid premiums; life and disability insurance; employer paid deferred compensation retirement package; paid vacation, paid sick leave, personal days and paid holidays.

**How to Apply:**

Interested candidates please email cover letter and resume by 5 p.m. on December 6, 2024 to: Cathy Fairbanks at [cathy.fairbanks@networksnorthwest.org](mailto:cathy.fairbanks@networksnorthwest.org). Learn more about Networks Northwest and the job position at <https://www.networksnorthwest.org/careers/>