



JOB TITLE: PROCUREMENT COUNSELOR

REPORTS TO: PROGRAM DIRECTOR, APEX ACCELERATOR

DESCRIPTION

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity-building and access to capital programs for small businesses and entrepreneurs. With a focus on low-wealth and underserved communities, California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and lending programs. More information is available at: www.cacapital.org

The California Capital APEX Accelerator (APEX) is in search of a seasoned professional well-versed in government contracts to fill the role of Procurement Counselor. APEX operates on a self-managed team model, where a collective of skilled and knowledgeable individuals collaborate towards common objectives without traditional managerial oversight. Our commitment lies in harnessing the expertise of each advisor to provide our clients with optimal service.

The core responsibilities include conducting one-on-one counseling sessions with small business clients, aimed at equipping them to qualify as competitive bidders and successful contractors for various government entities at federal, state, and local levels. This role requires adept research abilities and a deep understanding of establishing and nurturing professional connections with government agencies and primary contractors. Proficiency in optimal business practices for government contracting is highly valued, alongside robust customer relations and counseling skills.

Responsibilities:

- Offer individualized counseling and maintain ongoing communication with small business clients, providing technical assistance and insights into government contracting opportunities.
- Proactively organize and engage in outreach events.
- Take the lead in facilitating classes and workshops focused on specific aspects of government procurement.
- Perform in-depth assessments of individual businesses, furnishing business owners or key staff with tailored strategies and resources.
- Provide expert guidance to clients regarding federal, state, and local contract registration systems and certifications.
- Advise clients on forming collaborative partnerships with prime contractors, subcontractors, suppliers, and fellow small businesses.

- Scrutinize solicitations and client proposals to aid in the preparation of responsive and responsible offers to the government.
- Stay current with pertinent contracting opportunities, process or regulatory alterations, procurement systems, and multiple award schedules as required.
- Maintain accurate records of counseling activities and client progress, aligning with established goals.
- Conduct professional activities in strict adherence to the highest standards of ethics and integrity, avoiding any actual or perceived conflicts of interest.
- Counseling objectives include, but are not confined to, metrics such as the number of new clients counseled, counseling hours logged, and participation in events/trainings.

Knowledge, Skills and Abilities:

- Efficiently plan, organize, prioritize, and execute multiple tasks required for job performance.
- Create written materials of moderate to complex complexity regarding procurement-related matters.
- Stay informed about procurement practices and standards across various government procurement offices in the region and state.
- Stay updated on key figures within various government procurement offices in the region and state.
- Cultivate and sustain productive working relationships with individuals encountered during assignments.
- Collaborate with fellow APEX procurement counselors and essential staff to address client needs and deliver effective service.
- Exhibit sound judgment in safeguarding confidential or sensitive information and adhere to rigorous standards of confidentiality and integrity.
- Conduct thorough contractual and financial analysis with a high level of precision.
- Display strong customer relations skills, including patience, courtesy, and persistence.
- Operate independently with minimal supervision.

Minimum Qualifications and Requirements:

- Preferably holds a BA/BS degree in Business Administration, Contract Management, a related field, or equivalent experience.
- Demonstrates a grasp of government procurement principles and processes.
- Proficient in conducting online research, managing databases, and adapting to new software applications.
- Skilled in utilizing software such as Microsoft Word, Excel, PowerPoint, and Outlook. Familiarity with Customer Relationship Management software is advantageous.



- Capable of comprehending and interpreting written materials of moderate to complex complexity.
- Open to travel for events or to client locations as necessary.
- Comfortable addressing both large and small groups of individuals.
- Willingness to engage with APEX sponsors, partners, and civic groups to promote awareness and garner support for APEX's mission.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

California Capital Financial Development Corporation is committed to employing quality staff members who are dedicated to community outreach and to recruiting and hiring persons from diverse backgrounds. Diversity fosters cultural awareness, promotes mutual understanding and respect, and promotes a productive and safe working environment.

WORKING CONDITIONS: Office environment; physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds. Some work may be organized remotely. Participation in meetings will be required. Reasonable accommodations may be provided to enable individuals with disabilities to carry out these essential functions.

U.S. citizenship or Permanent Residency is required to comply with ITAR regulations, along with holding a valid driver's license. Employment offers are contingent upon the satisfactory completion of a criminal background check.

EMPLOYMENT TYPE: This is a full-time position

COMPENSATION: \$65,000 – \$80,000 per year, DOE. Excellent benefits package, including health, dental, vision and retirement plan available. Paid vacation, holiday and sick leave.

APPLICATION INFORMATION

Interested candidates should submit the following documents via email for consideration:

- Resume
- A letter of interest that succinctly addresses how your experience and professional qualifications prepare you for this position
- Two Professional References

Applications may be submitted to careers@cacapital.org with "Procurement Counselor" in the subject line.

California Capital is an equal opportunity employer.