Job Title: PTAC Program Director
Location: Arcata, CA
Hours: 40 hours/week, 12 months/year
Salary: $80,000-$95,000, depending on experience
Project Name: Northern California Procurement Technical Assistance Center (Norcal PTAC)
Supervisor: Norcal SBDC Region Director

GENERAL INFORMATION
The Norcal PTAC is part of Humboldt State University’s Sponsored Programs Foundation. Headquarters are located on campus in Arcata, CA. The program serves the business community in fifteen northern California counties, providing free one-on-one consulting and non-credit education. Funding for this program comes from the federal Department of Defense (DoD), and the California Governor’s Office of Economic Development (GO-Biz). Humboldt State University has hosted the PTAC program since 2013.

Norcal PTAC’s mission is to advance entrepreneurship and economic growth through procurement technical assistance for all businesses in Northern California. We help our clients identify, obtain, and perform on prime and subcontracting opportunities with local, state, tribal and federal governments. We support all businesses in our service area, with an outreach emphasis on underserved businesses such as women, minority, LGBTQ+, and veteran owned businesses, and businesses located in low-wealth, rural, or disaster impacted areas.

Norcal PTAC’s current service area includes Del Norte, Humboldt, Shasta, Siskiyou, Trinity, Mendocino, Sonoma, Napa, Solano, Marin, Contra Costa, San Francisco, Alameda, San Mateo, and Santa Clara counties in Northern California.

See www.norcalptac.org for more information about this program.

POSITION SUMMARY
The PTAC Program Director position is a full-time, exempt 12-month position with a competitive benefits package including group health, dental, vision, and retirement. While continuation of this position is foreseen for years to come, all Norcal PTAC positions are contingent on continued federal and state funding. This is a grant funded non-profit position, not a state or federal position.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES
- Plan, develop, implement, manage, and evaluate the delivery of government contracting supportive services to businesses within the 15-county service area;
- Supervise, train, and evaluate performance of multi-disciplinary team of Procurement Specialists and administrative staff;
• Establish strategies and partnerships that stimulate the PTAC’s growth and relevance to clients, strategic partners and stakeholders;
• Develop, monitor and maintain marketing/outreach efforts to meet specific metrics and actively recruit new clients within the PTAC’s assigned service area;
• Prepare and submit annual narrative and budget proposals and prepare all government administrative reports;
• Establish and monitor specific performance metrics to evaluate the efficiency and effectiveness of the PTAC Program;
• Establish and maintain effective working relationships with community and business leaders and other small business support organizations to garner support for sustaining and expanding initiatives linked to the PTAC mission;
• Identify funding sources for DoD match requirements;
• Research and analyze clients’ industries for the purpose of connecting them with pertinent contracts, news, events and other resources;
• Create and conduct surveys to capture client feedback;
• Collect economic impact from clients and manage the client database;
• Plan and attend webinars, workshops, and other training events;
• Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty in all client interactions.

MINIMUM QUALIFICATIONS:
• Experience in a management role at an economic development nonprofit program (contracting-related nonprofit experience preferred);
• Knowledge of government regulations, small business programs, and procurement processes;
• Experience managing federal, state, and local grants, including budgeting and programmatic reporting (experience with DoD, SBA, and/or GO-BIZ funded grant programs preferred);
• Experience building and maintaining partnerships with small business support organizations and government agencies;
• Demonstrated critical thinking, independent research, analysis, communication and presentation skills;
• Ability to manage multiple projects/tasks in a dynamic, fast paced work environment;
• Strong organization skills with the ability to manage priorities and deadlines;
• Leadership skills and the ability to work with a diverse team;
• Must be willing to travel regionally and nationally to meet PTAC mission requirements;
• Must be proficient and comfortable speaking to large and small groups of people;
• Relevant Bachelor’s Degree from an accredited university;
• Proficiency in Google Drive, Constant Contact, MS Office (Neoserra or other CRM experience preferred).

APPLICATION PROCEDURE:
Qualified applicants should submit the following items via email to Kendra Higgins at careers@norcalsbdc.org:
1. Cover letter
2. Resume
3. Three professional reference contacts
4. A complete HSU SPF Employee Information Form for Applicants, downloaded from: HSU SPF Employee Information Form for Applicants
Initial Review Date: Monday December 6, 2021, position is open until filled.

Humboldt State University Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the HSU Human Resources website at [http://www.humboldt.edu/hsuhr](http://www.humboldt.edu/hsuhr). Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.