

Organization: Southern Colorado Technology Alliance (SCTA) – 501c(6)
Position Title: Business Growth and Advancement Director
Reports To: SCTA Executive Director
Date: Reissued January 21, 2016
Classification: Exempt
Salary Range: Commensurate with Experience
Closing Date: 5:00 PM, February 5, 2016

Southern Colorado Technology Alliance

SCTA is a Colorado, non-profit 501(c)6 business association established to promote, advance and support technology industries in Southern Colorado to include the aerospace, defense, cybersecurity, advanced manufacturing, electronics and information technology sectors. Members benefit from a unique platform of support services, infrastructure, growth and networking opportunities and political influence. For more information, go to: <http://www.socota.org/#!careers/wlian>

JOB DESCRIPTION

Summary/Objective

The Business Growth and Advancement Director will target, create and develop relationships with members, future member organizations, corporate sponsors and support service providers while representing SCTA's mission and goals. This role assists in developing and facilitating programming for the organization, RFP evaluation for support services, budget and member pricing development, proposal/grant writing, contract negotiations and client presentations. In addition, this position will serve as the primary point of contact for Colorado Advanced Manufacturing Alliance's FUSE Impact Center representatives in fulfilling SCTA's roles and responsibilities the SCTA-CAMA partnership agreement.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Business Growth & Advancement Duties

1. Plan, strategize, facilitate collaboration and engage industry partners to join and support Southern Colorado Technology Alliance.
2. Meet with and follow 501c6 candidate companies to drive relationship development with all potential industry partners (in aerospace, defense & homeland security, information technology, electronics, and advanced manufacturing industry sectors.)
3. Pursuant to industry needs, establish and promote a business platform and sustainable infrastructure for Southern Colorado industries to prosper.
4. Coordinate launch of member/industry information database.
5. Promote contract teaming arrangements among members and industry players. Coordinate launch and/or subscription to industry database for contracting opportunities.

6. Support the Southern Colorado Technology Alliance Board of Directors, as well as SCTA and Colorado Advanced Manufacturing Alliance's FourFront partnership.
7. Build relationships, strategize programming, schedule, coordinate and/or sponsor events with trade/industry associations, non-profits, support service providers, public and private organizations to grow and advance business in Southern Colorado.
8. Engage, lead and build connections with support service organizations needed for members to include accounting, legal, technical writing, business diagnostics, business plan consulting, venture capital, etc. Facilitate RFP process and evaluate responses. Manage contracts and scheduling of all support services.
9. Facilitate collaboration, policy development and strategic initiatives to advance Southern Colorado industries.
10. Partner and coordinate with workforce development programs, educational institutions, industry focus groups, industry partners, public organizations, government agencies and member companies to establish apprenticeship and mentorship programs.
11. Facilitate focus groups, small business discussions around workforce needs and make recommendations to Industry/Education committee on workforce curriculum. Lead workforce development efforts for Industry-Education committee and coordinate training accordingly.
12. Serve, as-needed, as acting Managing Director to Board of Directors.

Competencies:

1. Collaboration Skills.
2. Organizational Skills.
3. Communication Proficiency.
4. Technical Capacity.
5. Initiative.

Position Type/Expected Hours of Work: 40+
Travel: 10%

Required Education and Experience

1. Knowledge and understanding of Defense Department and Intelligence Community business market.
2. Bachelor's or master's degree in business, science or other related discipline and related experience; and/or equivalent military service.
3. At least five to ten years of experience in industry business development.
4. Knowledge and understanding of non-profit organizations.
5. Proven high-level written and verbal communication skills.

Preferred Education and Experience

Master's degree with concentration in business, science or other related discipline.
 Military officer experience.

Preferred Eligibility Qualifications

Knowledge of government contracting.
 Security clearance.

Supervisory Responsibility:

This position may manage some employees of the Organization and is responsible for the performance management and hiring of 1 employee within the Organization.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

AAP/EEO Statement

Southern Colorado Technology Alliance (SCTA) – 501c (6) is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status. For more information, please visit www.eeoc.gov

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply

Interested applications should send applicants should send cover letter, resume and 3-5 references to Ingrid.Richter@theoneilgroupco.com. This position will close on 8 February 2016.