Regional Business Development and Procurement Technical Business Specialist
Position Description

POSITION: Regional Business Development and Procurement Technical Business Specialist
LOCATION: Poplar Bluff, Missouri and primarily serves the following counties in the Southeast Region for the Missouri Small Business Development Center: Butler, Dunklin, Stoddard, Wayne, Ripley, Carter, Reynolds and Iron counties. In addition, provides programming for the Missouri Procurement Technical Assistance Center for the following counties in Southeast Region: Butler, Wayne, Bollinger, Cape Girardeau, Scott, Stoddard, Mississippi, New Madrid, Pemiscot and Dunklin counties; with additional coverage as needed.

University of Missouri Extension regional specialists provide collaborative leadership and subject-matter expertise to develop, deliver and evaluate educational programs focused on improving lives, communities and economies. Regional specialists provide educational opportunities that enable businesses, farms, families and communities to strengthen the economy and enhance quality of life. Additionally, regional specialists create partnerships with civic and business organizations, educational institutions, local leaders and key stakeholders to identify priorities, increase financial and in-kind resources, and determine how research-based education can best meet the needs of residents.

Primary purpose of this position is to transform Missouri business and industry through education, technical service and collaboration by working with small to medium size companies to improve bottom-line performance through assisting businesses that are seeking to pursue and successfully perform under contracting and subcontracting opportunities with the Department of Defense, other federal agencies, and/or state and local governments. Plan, implement and evaluate business programs and services utilizing research-based knowledge in business growth, strategic planning, technology development, government contracting, marketing, management, finance, capital formation, operations, human resources, business start-up and business growth/sustainability, as well as other timely business related topics to assist existing and new entrepreneurs.

Small and medium enterprises are an essential element of the Missouri economy generating new jobs, increasing sales, attracting investments and contributing to the tax base. The Business Development Program is an important component of the state’s economic development strategy and the University of Missouri’s economic development mission. For more information about extension’s business PTAC program visit http://www.missouribusiness.net/ and http://www.moptac.net.

ESSENTIAL DUTIES
Program development, delivery and evaluation

- Plan: Work with constituents, colleagues, regional director, program director and campus faculty to establish program goals that meet local, regional and state needs, as well as grant and partnership requirements.
• **Educate:** Provide client counseling including federal, state, and local government procurement assistance in the areas of registrations, certifications, bid matching, marketing, procurement histories, bid/quote preparation and other assistance through one-on-one counseling. Conduct assessments of client needs, provide services and make referrals if necessary to other specialists. Additionally, develop and conduct workshops in a variety of areas of procurement particularly focused on small businesses including small disadvantaged business concerns (SDB), women owned small businesses (WOSB), HUBZone small businesses (HUBZone), and service disabled veteran owned small businesses (SDVOSB). Foster diversity and inclusiveness by providing services to audiences that are representative of diversity in the assigned counties.

• **Collaborate:** Serve as a critical link between Missouri companies and the faculty, research staff, and students of the University of Missouri, the College of Engineering, the Small Business and Technology Development Center network and Lincoln University. Participate in interdisciplinary teams, committees and task forces. Work with faculty and staff located in county offices, across program disciplines and regions, with boards and organizations and with other campuses throughout Missouri to carry out the mission, vision and values of MU Extension.

• **Evaluate:** Facilitate significant business impact by achieving goals in new sales, new jobs, business investments, quality and quantity of stakeholder relations, and revenue generation. Regularly collect qualitative and quantitative data to evaluate the impact of educational programs and services. Determine if knowledge and skills were learned, and if learning was applied.

**Administrative and organizational leadership**

• **Resource generation and sustainability:** Generate and manage revenue (e.g., contracts, grants, fees and gifts) to sustain and grow essential programs. Seek out and develop funding sources that align with organizational priorities, values and mission. Ensure compliance with requirements, and maintain fiscal accountability.

• **Stakeholder relations:** Establish positive working relationships with the local and regional economic development organizations, critical community governments, federal and state agency offices in region, chambers of commerce and business stakeholders. Develop and maintain essential partnerships with local and regional organizations, governments and key leaders. Effectively communicate MU Extension’s value to stakeholders.

• **Marketing and public relations:** Market educational offerings and promote the mission of MU Extension to area leaders, chambers of commerce, civic organizations, public agencies and other partner organizations. This may include presentations, radio and news releases, meetings with legislators and other leaders, social media and other venues appropriate for the programs and audiences.

• **County program director:** At some future time may be assigned county program director responsibilities including, but not limited to, collaborative leadership, coordination of county program plans, management of financial and non-financial resources, and daily coordination of office personnel. Ensure the development, implementation and evaluation of MU Extension programs by involving faculty, clientele, extension councils, advisory committees, community agencies, organizations and other citizens. Represent the University of Missouri to county extension councils, county governments and other agencies in determining fiscal needs and in securing and
managing resources. Help lead and develop county council boards to enhance leadership skills and commitment to the MU Extension mission.

Professional expectations

- Remain up-to-date on trends and research-based knowledge to effectively deliver relevant, reliable and responsive programs. Apply this knowledge in scholarly products such as curriculum development, in-service education instruction, articles in professional and popular press, presentations at professional meetings, funded grant proposals, etc.

- Actively participate in professional development opportunities to continuously improve skills and increase research-based knowledge. Demonstrate mastery of core competencies, including subject matter expertise, effective and innovative teaching strategies, and program development processes. Must be able to integrate new and emerging technology, listen effectively, and speak and write effectively. Must demonstrate organizational skills and collaborative leadership abilities.

- Must travel throughout Missouri regularly, using own transportation, and occasionally must travel out of state. Working evenings and weekends is required to meet the needs of constituents.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans. Other duties and responsibilities will be expected to support the mission and purpose of MU Extension.

LEADERSHIP RECEIVED

Administrative supervision is received from the Southeast regional director. Program leadership is received from the Business Development Program Director, and the statewide Missouri PTAC director.

QUALIFICATIONS

An earned master’s degree in business, engineering, business education, or related area with appropriate coursework exhibited is required. Related areas include government procurement, marketing, finance, accounting, management, human resources, operations management, e-commerce or entrepreneurship. Demonstrated ability in applying and transferring research-based knowledge in the above subject matter areas. Ideal candidate will also have successful experiences in with government procurement or equivalent.

Successful candidate will also demonstrate the following:

Effective and innovative teaching strategies that engage others. Must be able to integrate new and emerging technology into teaching strategies.

Effective listening, written and oral communication skills including public speaking and presentation abilities. Organizational skills, interpersonal skills, problem-solving abilities and collaborative leadership experiences.
Flexibility, resiliency, and the ability to operate with minimal guidance. Positive outlook, high personal standard of excellence, and passion for the vision, mission and values of MU Extension.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer