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| MT APEX Advisor | |
| Reports To: MT APEX Statewide Program Director | FLSA Status: Exempt |
| Position Status: Regular, Full-time | Revision Date: December 2025 |

Summary

This position provides technical assistance, consultation and training to businesses interested in selling products and services to federal, state and local government agencies. APEX Advisors assist companies with understanding the business opportunities and requirements/processes necessary to pursue this vast and specialized marketplace.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately in a performance-based culture focused on metric driven outcomes. Must communicate effectively with businesses from diverse industries and internal/external stakeholders at all organizational levels. Duties are performed under the direction of the MT APEX Statewide Program Director and are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Business Consulting and Advising

1. Provide one-on-one advising (in person, phone, email, or online) to help businesses pursue government contracting; assess their readiness, capacity, and training needs; and develop tailored plans to support strategic goals.
2. Guide clients in market research, competitive analysis, and identifying marketing and procurement opportunities, including how to locate federal, state, and local solicitations.
3. Explain and interpret contracting laws, regulations, and solicitation requirements (including [**Federal Acquisition Regulation \(FAR\)**](#) and [**Code of Federal Regulations \(CFR\)**](#)), and answer general procurement questions.
4. Assist clients with preparing and submitting required registrations, certifications, bids, proposals, and applications, as well as navigating electronic databases and payment systems.
5. Support clients through post-award requirements and help them identify and secure subcontracting opportunities across all levels of government.
6. Maintain program performance goals for counseling hours, new clients, and events
7. Other duties as assigned.

Training/Programming

Develop and deliver content for in-person and virtual government contracting presentations and workshops. Identify technology needs for training workshops. Coordinate and conduct procurement/contracting training classes, as well as “matchmaking” events.

Outreach and Administrative Duties

1. Maintain contact with all active MT APEX clients and reach out to inactive clients to cultivate additional advising opportunities.
2. Conduct research in SAM/SBS/USASpending.gov and other resources to identify potential new clients.
3. Develop and maintain relationships with key stakeholders, contracting officers at federal, state, and local government agencies and prime contractors, informing them of MT APEX services.
4. Submit monthly reports to the MT APEX lead center concerning counseling hours, success stories, and training events, in accordance with the APEX Policies as required by the DOD/OSBP.
5. Maintain accurate and thorough daily client data and counseling records in CRM system and generate periodic reports.
6. Other duties as assigned.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill, and/or abilities required.

1. Written and Oral Communications –Strong interpersonal and professional communication skills. Successfully works with a variety of people at every level and communicates effectively in written form (email, letters), over the phone and in person.
2. Technical Proficiency – Able to use basic office and computer equipment as well as an ability to use Microsoft Office Suite products. Intermediate user of Microsoft Excel.
3. Business Acumen – keen understanding of fundamental business principles and of business-related issues, particularly those unique our region.
4. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and proper grammar.
5. Research – Ability to apply sound research techniques, methodology and logical critical analysis.
6. Project/Process Management – Strong ability to manage multiple tasks simultaneously and under pressure to meet deadlines and work demand. Ability to solve problems that arise throughout the process. Ability to deliver a finalized, completed result.
7. Organizational Skills and Attention to Detail – Strong ability to achieve thoroughness and accuracy when managing a project through concern for all the areas while ensuring small details are not overlooked.
8. Independent Work – ability to manage assigned projects, timelines, deadlines, and details with accuracy and without the need of direct oversight.
9. Personal Effectiveness/Time Management - ability to strategically utilize time and resources to manage priorities, timelines, deadlines, and details under pressure, with accuracy, and to a high level of proficiency.
10. Teamwork Oriented – ability to align with others effectively and courteously within a collaborative effort to achieve common goals and outcomes.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a degree in business, finance, public or contract administration, or related field
- At least 3 years of successful experience in economic development, government contract administration, commercial banking, general business operations, or public relations
- Or a combination of experience and education that provides the knowledge, skills, and abilities necessary to perform the work at a high level

Job Requirements

Additional job requirements include:

1. This job requires work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle or commercial transportation to participate in business-related meetings. Occasional driving may be required.
2. Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and ability to travel.
3. This is a full-time, salaried, exempt position. Office hours are generally 8 a.m. until 5 p.m. with regular early morning, lunch hour, or evening and weekend work required.
4. Work is performed in the Big Sky Economic Development offices as well as at vendor and agency offices and other meetings or project sites.

Physical Demands

This job requires the ability to work on a computer for prolonged periods of time, perform data entry, handle paperwork, speak (with clarity) and hear, and be able to move up to 25 pounds. The employee frequently is required to walk, sit, and climb or balance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Working Environment

Work is in a standard office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those position(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Big Sky EDA reserves the right to revise or change this job description as the need arises. I have reviewed this job description and received a copy.

Employee Signature

Date

Print Name

Supervisor Signature:

Date: