

## MT APEX ADVISOR

Are you passionate about helping Montana businesses grow, compete, and succeed? Do you enjoy consulting, problem-solving, and translating complex rules into practical guidance? Are you energized by working directly with business owners and decision-makers?

Big Sky Economic Development (BSED) is seeking a knowledgeable, client-focused MT APEX Advisor to join our team. This position provides one-on-one advising, training, and technical assistance to businesses interested in selling goods and services to federal, state, and local government agencies.

MT APEX Advisors help businesses understand the opportunities, requirements, and processes involved in government contracting—and guide them through this highly specialized marketplace.

### **In this job, you would be responsible for:**

#### Business Consulting & Advising

- Providing individualized advising (in person, phone, email, and virtual) to help businesses assess readiness for government contracting and pursue strategic opportunities
- Assisting clients with market research, competitive analysis, and identifying federal, state, and local procurement opportunities
- Explaining contracting requirements, solicitation documents, and applicable regulations (including FAR and CFR concepts)
- Supporting clients with required registrations, certifications, bids, proposals, and post-award compliance activities
- Helping businesses identify and pursue subcontracting opportunities
- Meeting program performance goals related to counseling hours, clients served, and training activities

#### Training & Programming

- Developing and delivering in-person and virtual workshops and presentations related to government contracting
- Coordinating procurement training sessions and business “matchmaking” events
- Identifying technology and logistical needs to support training delivery

### Outreach & Program Administration

- Maintaining regular contact with active clients and re-engaging inactive clients
- Conducting research to identify potential new clients and contracting opportunities
- Building and maintaining relationships with contracting officers, agencies, and prime contractors
- Accurately documenting client interactions, outcomes, and performance metrics in CRM systems
- Preparing required program reports and success stories in accordance with MT APEX and DOD/OSBP requirements

### **You're a good fit for this job if you have:**

- A bachelor's degree in business, finance, public or contract administration, or related field or equivalent combinations of education and experience
- Experience in business, economic development, public administration, communications, project coordination, or related field preferred
- Strong written and verbal communication skills and the ability to work with businesses across diverse industries
- Solid business acumen and the ability to analyze opportunities, regulations, and processes
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities independently
- Comfort working in a performance-based, metric-driven environment
- Proficiency with Microsoft Office (including intermediate Excel skills) and CRM or database systems
- Willingness and ability to travel occasionally for meetings, trainings, and outreach

*A combination of education and experience that provides the knowledge, skills, and abilities to perform the work will be considered.*

### **Other info you should know:**

- This position reports to the MT APEX Statewide Program Director
- This is a full-time, salaried, exempt position
- Standard office hours are generally 8:00 a.m. – 5:00 p.m., with regular early morning, evening, or occasional weekend work
- Work is based in Billings, Montana, with travel required
- The role includes work in an office environment as well as at client sites, partner agencies, and training locations

### **Compensation & Benefits**

- Salary is based on regional market data and commensurate with experience
- Full benefits package including medical, dental, retirement (PERS), life insurance, paid holidays, sick leave, and vacation

### **How to Apply:**

1. Please submit an employment application along with your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to [resume@aehr.org](mailto:resume@aehr.org)

**APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.**

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