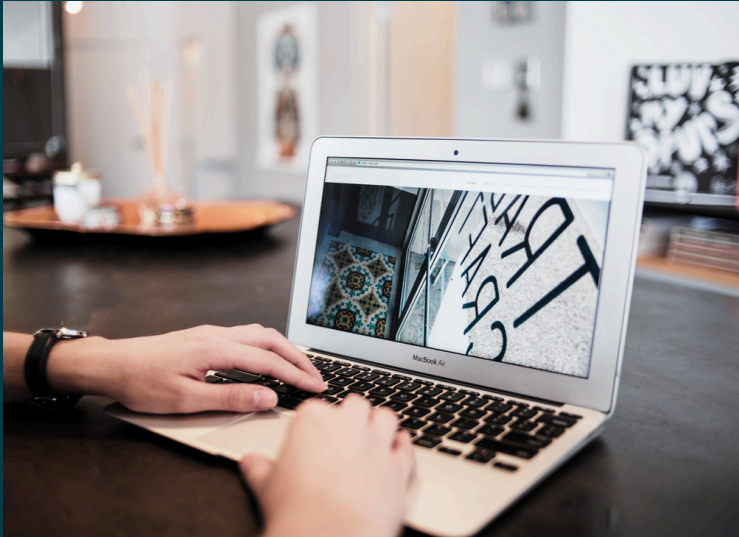


TRADECRAFT

ADVERTISING • DIGITAL • PUBLIC RELATIONS



GOVERNMENT CONTRACTING SPECIALIST



OUR IDEAL CANDIDATE

TradeCraft is seeking a Government Contracting Specialist to lead and manage all aspects of federal, state, and local government contracting initiatives. This role will focus on identifying opportunities, developing and submitting proposals, managing compliance, and ensuring successful contract execution. The ideal candidate has a deep understanding of government procurement processes and is passionate about helping a women-owned business expand its public sector footprint. Monitoring city, state and federal agency websites including the centralized master bidders list and state daily bid for the Texas Comptroller are key components of this position.

JOB DUTIES

- Contract Acquisition
 - Research and identify relevant government contracting opportunities (e.g., SAM.gov, state procurement sites).
 - Register and maintain company profiles on required platforms (SAM.gov, SBA, DSBS, etc.).
 - Develop and submit compliant RFP, RFQ, and RFIs for federal, state, and local agencies.
- Proposal Management
 - Lead proposal development process: writing, pricing strategy, compliance checks, and packaging.
 - Collaborate with internal creative, strategy, and finance teams to assemble proposal content.
 - Ensure timely submission of all bids and proposals.
- Compliance & Administration
 - Maintain compliance with FAR, DFARS, and agency-specific regulations.
 - Manage required certifications (e.g., WOSB, HUB, DBE) and ensure renewals are up to date.
 - Oversee post-award reporting, invoicing, and contract deliverables.
- Relationship Building
 - Build and maintain relationships with contracting officers, procurement officers, and small business liaisons.
 - Attend industry days, government procurement events, and matchmaking forums on behalf of TradeCraft.
- Strategic Development
 - Advise leadership on strategic positioning within government markets.
 - Help develop a pipeline of target agencies and upcoming opportunities.

INTERESTED?

LET'S CHAT! INFO@TRADE-CRAFT.COM

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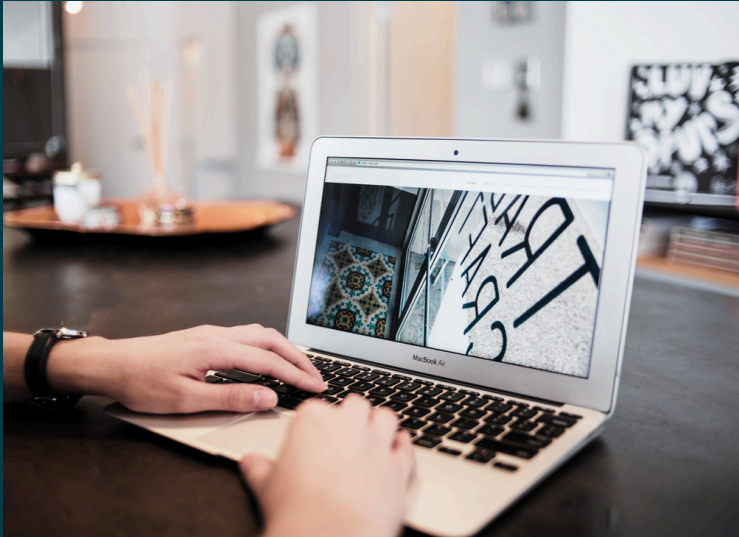
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QUALIFICATIONS

- Bachelor's degree in Business, Public Administration, Marketing, or related field.
- 3–5 years of experience in government contracting, business development, or procurement.
- Proven experience with federal acquisition processes and proposal development.
- Familiarity with platforms such as SAM.gov, GSA eBuy, FedBizOpps, and state procurement portals.
- Strong project management and writing skills.
- Excellent attention to detail and ability to meet tight deadlines.
- Preferred: Experience working with or within creative or marketing agencies.

PREFERRED CERTIFICATIONS/SKILLS

- WOSB or SBA contracting experience
- GSA Schedule management
- Knowledge of FAR/DFARS regulations
- Familiarity with contract vehicles (IDIQ, BPA, GWACs)
- Knowledge of proposal automation tools (e.g., GovWin, eSRS, Unison)

ABOUT TRADecraft

TradeCraft is a full-service advertising and communications firm that specializes in creating unique solutions that deliver results. With offices in San Antonio and Austin, we are a carefully curated team of subject matter experts offering novel solutions based on learned practices, past performance, and trade knowledge.

Our day-to-day is focused on developing marketable strategies for the distribution of engaging content across a multitude of channels. We are makers, strategists, project managers, graphic designers, public relations professionals, copywriters, user experience specialists, engineers, media buyers, traffic & print production managers.



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