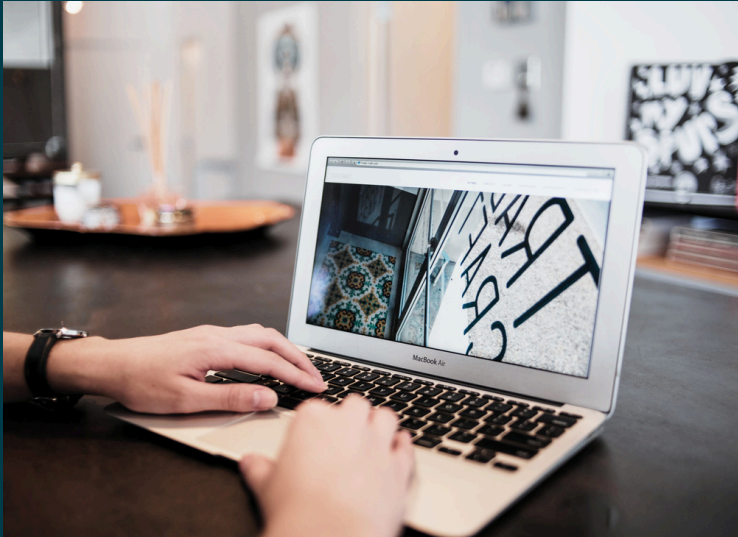


TRADECRAFT

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GOVERNMENT CONTRACTING SPECIALIST



POSITION SUMMARY

TradeCraft is seeking a Government Contracting Specialist to lead and manage all aspects of federal, state, and even some 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 state and federal agency websites including the centralized master bidders list for state and federal daily postings of bid opportunities on the state level and thru SAM.gov.

KEY RESPONSIBILITIES

- **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) 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.
 - Assist us in developing a script that we can use to automate locating and vetting opportunities.

INTERESTED?

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

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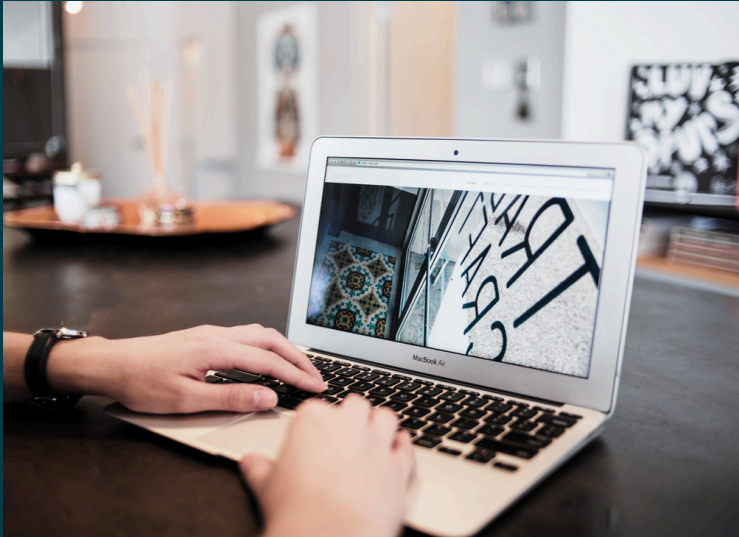
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QUALIFICATIONS

- Bachelor's degree
- 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 FedBizOpps, etc. and state procurement portals.
- Decide if third. Party platforms like BidPrime.com are a worthy investment.
- Strong project management and writing skills or working knowledge of ChatGPT.
- Excellent attention to detail and ability to meet tight deadlines.
- Preferred: Experience working with or within creative or marketing agencies.

PREFERRED CERTIFICATIONS/SKILLS

- Bachelor's degree
- Self-starter, motivated by a commission driven compensation structure
- Experience preferred with WOSB or SBA contracting experience
- GSA Schedule procurement and management experience
- Knowledge of FAR/DFARS regulations
- Familiarity with contract posting platforms – mostly interested in Federal contract work.
- Knowledge of proposal automation tools
- Basically, utilize our certifications, identify opportunities, submit bids, procure new business, and make money.

ABOUT TRADCRAFT

TradeCraft is a certified small, woman-owned, HUB, strategic advertising and communications firm focused on creating meaningful impact for mission-driven clients. We combine creativity, strategy, and performance to drive measurable results across digital and traditional channels. Our core competencies are graphic design services, advertising and web-based marketing services. You can learn more at trade-craft.com/government



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