



## **VP of Government Services**

### **2024 Job Description**

#### **Scope and Position Responsibilities:**

The VP of Government Services will be responsible for developing and executing strategies to drive growth, expand our footprint in the government sector, and ensure the delivery of high-quality solutions and services to our government clients. The ideal candidate will have a strong background in government contracting, a deep understanding of government procurement processes, and a proven track record of building and managing successful government programs.

#### **Department:** Government Services

Supervisor: CEO

Direct Reports: Up to 5

Indirect Reports: 0

#### **General Responsibilities:**

Run the Government Services Department and grow the budget from \$5MM per year to \$15MM per year by the end of 2028.

#### **Specific Responsibilities:**

- Hire a great team to execute contract procurement, program execution, compliance and reporting.
- Manage your team to high performance and excellence in all they do.
- Craft a rolling three-year strategy to increase the work of the department.
- Execute the program in such a way as to give \$2 of value for every dollar the government is giving us.
- Staff and hold accountable a back office that is exemplary and exceeds standard compliance to provide 5-star reporting.
- Develop great relationships with all granting agencies so it feels more like a partnership than a transaction.
- Develop a business development team that is surfacing new opportunities to grow our services and footprint.
- Collaborate with internal teams to ensure the delivery of high-quality solutions and services that meet or exceed client expectations.
- Stay informed about trends, developments, and opportunities in the government services market, and adjust strategies accordingly.
- Represent the organization at industry events, conferences, and meetings with government officials.

- Serve on the Senior Leadership Team of the organization with other C-Level and VP team members.

**Qualifications:**

- Minimum 5 years experience in government contract work, running a multi-million dollar business, or related experience
- Working knowledge of contracting concepts and client requirements
- Professional, self motivated, well organized, detail oriented, ability to organize and prioritize.
- Ability to work collaboratively with all levels of management and staff.
- Performance oriented and capable of matching government contract outcomes with program requirements to maximize revenue and outputs.
- Deep understanding of project management, data collection, systems and processes for managing growth.
- Management experience in developing teams, leaders, and creating a high accountability environment.
- Preferred experience in establishing relationships with state and county agencies administering grants and contracts for workforce development, career training, justice impacted re-entry programs, mental health services.
- Proven experience and technical expertise in the application of government contracts, administration principles, concepts and practices.
- Oversight and leadership for preparation, negotiation, acceptance and management of government contracts.
- Strategic thinker and planner for multi-year growth and development of high yield revenue generation.

**Hours, Compensation and Benefits:**

Hours: *40 hours/week: Monday - Friday 8:00am - 5:00pm, occasional other hours as scheduled.*

2024 Salary/Wage: \$100,000 - \$132,000    Annually

Performance Bonus: Up to 5% of salary

Vacation:                    15        days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

Sick Days:                    6        days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.