



## Acquisition Manager S<sup>2</sup>MARTS

### About NSTXL

The National Security Technology Accelerator (NSTXL) harvests innovative technology from the commercial and non-defense marketplace, ensuring the development of better, cheaper, and faster defense capabilities. We offer a unique and simplified approach to rapidly develop, demonstrate, and assess prototypes that address a range of operational and installation needs, from individual Warfighter technology up to large-scale installation projects. NSTXL delivers technology to the Warfighter by serving as a one-stop shop to match government requirements with innovative private-sector and academic solutions.

Each of our OTAs is a distinct member-based not-for-profit with its own membership that is managed and serviced by NSTXL. Currently, our OTAs have more than 600 corporate, non-profit, educational, and financial institution members. For these members, NSTXL offers opportunities to bid on government contracts, education and training, and live/virtual forums on a wide variety of topics.

### Job Description

The National Security Technology Accelerator (NSTXL), a fast-growing provider of acquisition services to the US federal government, is looking for a contracting and acquisition specialists work directly with government program and contracting offices, as well as industry, to identify, refine, and clarify requirements; craft and implement acquisition approaches; support the issuance and management of government solicitations; and then negotiate and contract with selected vendors. Through our innovative acquisition approach, we issue clearly defined solicitations through our OTAs that garner interest from a broad array of traditional and non-traditional vendors.

### Key Responsibilities

Our **Acquisition Manager** will oversee all phases of a prototype's contracting life-cycle pursued under the U.S Navy's *Strategic & Spectrum Missions Advanced Resilient Trusted Systems (S2MARTS)* -- a rapid contracting vehicle that facilitates the dynamic acquisition of emerging technologies in support of trusted microelectronics, hypersonics, strategic mission hardware, and spectrum warfare technologies, strategic & spectrum mission, and other critical as well as other exciting mission areas. The Acquisition Manager will support the design & development of innovative contracting processes, portfolio growth strategies, and metrics to verify return-on-investment for the Department of Defense.

- Independently perform as the lead acquisition manager delivering superior customer support while overseeing a diverse portfolio of critical research & development technologies
- Support & lead strategic discussions related to solicitation design, contract structure and project management considerations
- Maintain awareness of each awarded project's payment status as it relates to completed & near-term milestones
- Investigate & confirm Performer compliance with mandatory terms & conditions required throughout prototype-level performance
- Perform as lead point of contact for contractual questions related to pre-award and post-award processes and administrative protocols
- Continuously infuse commercial best practices and innovate protocols to streamlined defense
- Verification of performer compliance with terms & conditions, with an emphasis on security-related oversight
- Preparation & review of agreement modifications with prototype performers
- Active surveillance of project milestones and schedule alignment
- Iteration of templates & processes to further streamline & simplify project execution and administration
- Collection and reporting of pre-determined performance metrics
- Managing contract close-out activities, final reports, and equipment disposition
- Manage daily action items assigned to Acquisition Specialist

## Basic Qualifications

- Bachelor's Degree in business administration, finance, or related field
- At least 8 years of Government or Commercial experience in defense-related Contracting/Subcontract Management
- Skilled at creating reports, describing both tangible and intangible concepts, and presenting to an audience
- Willingness to expand knowledge base and tackle unanticipated assignments
- Advanced proficiency with MS Office and online spreadsheet tools
- Dynamic, service-oriented team player with a positive, proactive attitude
- Work well independently in a collaborative environment where deadlines are critical
- Exceptional communication skills with ability to understand customers from a b2b2c model
- Be both tactical and strategic

## Preferred Skills/Experience

- Active Security Clearance
- Supervisory or team lead experience



- Experience directly supporting the Department of Defense
- Experience supporting Other Transaction Agreements or other unique Research & Development contracts
- Experience interacting with senior leadership/management
- Contracting Certifications or Warrants
- Advanced certifications or degree specializing in a contracting-related field or topic
- Experience in contract management/administration, vendor management and compliance
- In-depth knowledge of Government policies and procurement rules and regulations
- Experience in writing solicitations and proposal management from ideation to award

#### **Location**

- Strongly Desired: Close proximity to Crane, Indiana
- Alternative locations may also include: Orlando, FL (Central Florida area)
- Remote work will be authorized at a to-be-determined level
- Travel for this position is estimated at 10 – 20% (contingent on travel restrictions)

#### **What We Offer**

NSTXL strives to be one of the best places to work in America. We offer competitive salary and benefits including flexible work hours, paid sick leave, work from home accommodations, a 401(k)-profit sharing plan, a wellness plan, floating holidays and much more.