



Business Development & Capture Management Associate – Job Description

BD Succeed is seeking a **Business Development & Capture Management Associate** to lead Client Federal Business Development & Capture initiatives in pursuit of government contracts. Must possess extensive government contracting industry experience and agency contacts. Deep government contracting business development, capture, and proposal management experience is required. Must have led the entire BD life cycle in previous roles. Must be able to work independently, be a team player, be detail oriented, hyper responsive, and have an entrepreneurial mindset. Tremendous opportunity for upward mobility within a growing company potentially leading to a full time W-2 position and company equity based on performance. This is a 1099-contract remote position with an added incentive compensation plan (ICP). Role reports to the company COO. ***PLEASE NOTE THAT THIS IS NOT AN ENTRY LEVEL POSITION***

Requirements – Basic Qualifications:

- Bachelor's degree or equivalent experience
- Minimum of 5-years of proven business development & capture management experience within a technology company and Federal government contractor
- Deep understanding of the Federal contract acquisition life cycle
- Deep understanding of the Federal business development life cycle
- Proven track record of moving leads through sales/BD pipeline to close
- Demonstrated experience developing a pipeline of qualified opportunities, calling on prospects, executing follow-up communications, and closing deals
- Ability to develop strong relationships with clients, prospects, and teaming partners
- Extremely self-motivated, disciplined, and able to operate independently
- Demonstrated proficiency with Customer Relationship Management (CRM) solutions (HubSpot CRM, Microsoft Dynamics)
- Demonstrated proficiency with all Microsoft Office and Adobe suite applications
- Demonstrated proficiency using video conference platforms (Zoom, MS Teams, Google Meet)
- Demonstrated proficiency using free and paid market intelligence tools to support government capture management and business development initiatives (Sam.gov, Fpds.gov, USA Spending, Deltek GovWinIQ, Alpha Brook, Federal Compass, FedMine, GovTribe, Bloomberg.gov, others)
- Ability to attend industry conferences and networking events on behalf of the company and clients

Essential Job Duties and Related Outcomes:

- Develop and execute on client Strategic Business Development plans
- Targeted prospecting to Federal agency contacts via phone, email, social media, and other outreach methods
- Build and manage sales/BD pipelines for multiple clients
- Brief management during internal weekly BD meetings to report on client outreach activity and BD pipelines
- Brief client management teams during daily and/or weekly client BD meetings to report on all BD activity and proposals in progress
- Establish and maintain executive relationships with clients and Federal agency customer contacts
- Develop teaming partnerships for clients to identify joint opportunity pursuits
- Leverage market data intelligence to achieve client revenue and corporate growth objectives