



Position Title: Capture/Proposal Manager Integrated Systems/C4ISR
Department: Business Development
Reports To: Undetermined
FLSA Status: Exempt
Prepared Date: 5/29/2019
Approved Date: 11/29/2017

SUMMARY

The primary objective of the capture/proposal manager is to win US defense contracts related to Integrated Systems/C4ISR Product Lines. A team leader as well as a hands-on contributor, the responsibilities are to execute a disciplined capture process to win new business. The manager will define capture plans, proposal for capture to support the business, identify/secure winning teaming relationships, manage/lead formal proposal efforts, and own the process through contract closure.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

- Capture/Proposal Manager will own the capture process and in so doing will develop and lead all capture reviews, collaboratively develop WIN strategies, Lead/direct all Price to Win efforts, Identify and close on key Partners/teammates, and develop intimate relationships with key procurement stakeholders for the Integrated Systems/C4ISR product line.
- Responsible for collaborating with key members of the capture team and functional partners to clearly understand customer needs, emerging requirements, and influence points to best position for contract closure.
- Manage the pursuit investment resources to ensure fiscal responsibility and a clear understanding of the return on the investment to win.
- Demonstrated ability to successfully Influence across all levels both internally and externally.
- Staffing and leading proposal teams to meet the Acquisition expectations to optimize a contract win.
- Responsible for authoring RFI responses, Market Surveys, and small-scale RFP responses for quick turn opportunities with limited additional supporting staff.

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- Bachelor's Degree in related field.
- Demonstrated knowledge US Defense agencies and their acquisition processes.
- Strong background required with direct experience in Integrated Systems/C4ISR for platforms (vehicles primarily).

Required Knowledge, Skills, & Abilities:

- Excellent oral, written and presentation skills.
- Comprehensive understanding of the customer requirements, budget and acquisition process.
- Demonstrated successful capture experience with at least 10 years' experience is critical to the role. Prior experience in successfully capturing US DoD programs is mandatory.
- Proficient in Microsoft operating system and applications.
- Experience leading and writing proposals: RFP requirements analysis, Compliance Matrix construction, WBS design, Best Value Trade-Off Pricing, and Color Review process.
- High energy, strong team player that is capable of working self-sufficiently.
- Frequent travel is required.
- US citizen with a Secret Clearance or the ability to obtain this clearance if needed.

Preferred Education & Experience:

- Bachelor's Degree
- 10+ years' experience, with a successful track record in capture/proposal management.
- Formal Capture and Proposal Management training; e.g., Shipley Associates or similar.

Physical Demands and Work Environment:

- While performing the duties of this job, the incumbent is sometimes exposed to moving mechanical parts, fumes, airborne particles, or risk of electrical shock and vibration. The noise level in the work environment is usually moderate. The role requires frequent air travel and walking.