
Position: Capture Manager

Location/Department: Services

Responsible for identifying, marketing, capturing, and securing IT related programs within the Federal Government market. Work closely with Information Solutions Director and BDM's in prospecting and identifying new business opportunities that are in line with TAG Information Solutions core competencies.

Responsibilities: Researching, targeting, and qualifying business opportunities and leads within the Federal IT services market working in close cooperation with the Information Solutions Director, and various managers (i.e., BDMs, Program Managers, Contracts Manager, and Proposal Manager). Opportunity research and qualification part of business development cycle accomplished via existing customer base and personal contacts built over tenure as business development professional. Responsible for qualifying those leads with assistance from BDM and Program Manager and develop capture strategies, call plans, and focused presentations to prospective clients. Teaming with other businesses for specific opportunities is also part of process. If opportunities result in RFPs, works closely with proposal development staff to develop responses to RFPs.

Essential Job Functions: Effectively plan and manage proposal efforts to win contracts. Full responsibility for contract wins and losses and is responsible for overcoming any obstacles that stand in the way of a contract win. Capture Managers are expected to perform the task and maintain the responsibilities of their indirect report positions and take active, hands-on, developmental roles in all facets of proposal development.

Key Responsibilities:

- Identify bid opportunities through a wide variety of information sources and track the status of potential opportunities that have been identified as targets.
- Review bid opportunities and suggest bid/no-bid decisions with supporting rationale.
- Develop detailed proposal plans inclusive of solicitation summaries, competitive analysis, intended win themes, resource requirements and intended assignments, proposal development time-lines, risk analysis, return-on-investment analysis and cost of capture projections.
- Develop, in detail, and continually re-evaluate and, if necessary, re-define the winning bid strategy.
- Communicate bid strategies to the proposal team & to mgmt. Develop strategy reports & presentations as requested for review.
- Assemble appropriate bid teams with the cooperation of the Program Manager, BDMs, Proposal Manager, Contracts Manager, other Capture Managers and the IT Services Director.
- Assign appropriate general responsibilities & specific tasks (with deadlines) for all proposal staff assigned.
- Effectively manage the productivity and contributions of all team members (including those assigned from outside the Business Development department) to produce the desired results.
- Continually analyze the status of proposal development to ensure progress toward the defined schedule.
- Continually analyze the company's competition and formulate plans to develop and maintain advantage.
- Participate in negotiations for all primary sources of supply and contribute where needed with other negotiations.

- Identify and select the most appropriate team partners, when needed. Develop and negotiate teaming agreements, statements of work, and subcontracts directly.
- Properly identify all risk and develop clearly defined risk-mitigation techniques.
- Develop appropriate reality models with management and the pricing staff
- Take direct responsibility for developing and writing the management plan.
- Develop status and analysis reports and presentations, as requested.
- Thoroughly quality-check work performed by all team members.

Requirements:

General experience in business development and IT services program capture working as a capture manager, business development professional, or IT services marketing and sales. Technical background in the IT or computer field is preferred. Minimum of 8 years experience performing business development and marketing in the Federal market. Extensive knowledge of and familiarity with networking, computer, and information systems technologies. Must understand and be highly proficient in Federal Government IT services procurement process. Must have ability to develop capture plans, teaming relationships, and marketing strategies for specific programs or opportunities. Must have experience in reading and understanding RFPs, opportunity synopsis, and Statement of Work.

Skills: Federal procurement training desired. - Market knowledge in at least two or more of the following areas: PC and peripherals technology, network connectivity, client/server environments, software applications, and/or data/systems security. - Ability to analyze opportunities and appropriately assess their value to the company- Ability to analyze solicitations and appropriately define resource requirements and budgets - Ability to analyze opportunities, requirements and bid evaluation criteria to develop the most effective strategies - Ability to appropriately resolve staff productivity, performance or other problems - Ability to perform mathematical/financial analysis - Ability to analyze the quality of all work performed and analyze the completed proposal. - Ability to solve problems with the company's competitive positioning - Knowledge of federal procurement regulations - General knowledge of the proposal development process. Ability to use Microsoft Word to create, edit, and publish routine documents; Microsoft Excel spreadsheet package to organize, tabulate, and analyze data; Microsoft Access database package to tabulate, analyze, and report data; and project management package Microsoft Project to plan and manage large, complex proposal efforts, and Microsoft PowerPoint to develop presentations.

Educational Requirements:

BA or BS degree in Computer Science, IT, Business Administration, Engineering, Marketing, and/or Communications.

Working at TAG

Since 1984, Technology Advancement Group, Inc. has been an innovator in driving the IT industry to develop new products and is a leader in advanced hardware solutions for the rugged tactical IT arena. Our objective is to achieve the highest possible levels of service, delivery, and customer satisfaction consistent with our clients' requirements. As a privately held company and not a subsidiary or division of any other organization, TAG is able to proactively meet our clients' needs while simultaneously building our employees' careers.

Culture

Our positions offer a unique opportunity to join a growing, dynamic company that is partnering with government to help ensure national security. We encourage innovation, creative thinking, and team player attitude. Come work in a professional environment that promotes corporate and personal growth yet fosters balance. Through your skills, creativity, and commitment to excellence, you can contribute to our country's national defense and have a great time doing it!

Benefits

- Competitive pay
- Group health and dental coverage with prescription drug benefit
- Employee life and Accidental Death & Dismemberment (AD&D) coverage
- Annual vacation
- Sick leave
- Paid holidays
- 401(k) savings plan
- Direct deposit
- Credit union membership

TAG maintains a strong commitment to safety and requires that all new employees pass a drug test upon employment. Random drug screens may be a condition of continued employment.

Equal Opportunity Employer

TAG is an equal opportunity employer and, as such, affirms in policy and practice to recruit, hire, train, and promote in all job classifications without regard to race, color, religion, sex, age national origin, citizenship status, marital status, sexual orientation, or gender identity. Furthermore, TAG will not discriminate against persons who are veterans of the Vietnam era. Similarly, considering the need for reasonable accommodation to their limitation, TAG will not discriminate against persons because of their handicap, including disabled veterans. EOE M/F/D/V

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