



VECRA is seeking a Full-Time BUSINESS DEVELOPMENT MANAGER

VECRA, Inc. has a requirement for a Business Development Manager that has small business experience. The BD Manager should understand shaping, customer intimacy, NAICs codes, teaming, sub-relationships, IDIQs, task orders, FARs, terms & conditions, leading and taking initiative to grow the company.

ROLES and RESPONSIBILITIES

The Business Development Manager roles and responsibilities include but are not limited to the following:

- The Business Development Manager will be in charge of reading and managing responses to RFPs, RFIs, RFQs, etc and other solicitations with little direction.
- Direct and implement census development strategies for research and appropriate marketing.
- Lead and Provide oversight to the business opportunity Bid and No Bid decisions.
- Source and close new clients through referrals, cold calling, networking, and other means (trade shows, regional organizations, industry days, cold and warm calling, etc.).
- Build a productive pipeline and manage each phase of the bid process.
- Cultivate and maintain long term relationships with clients by delivering elite client service and engaging them by using knowledge of each industry and organization.
- Formulate sales plan to achieve monthly, quarterly, and annual sales targets.
- Manage the business development SharePoint to keep it updated and accurate
- Develop project budgets and create proposals.
- Set and manage client expectations while consulting with each client for best practices.
- Prospect for new business by cold call activities, networking, and lead generation & qualification
- Prospect for potential new clients and turn this into increased business
- Meet potential clients by growing, maintaining, and leveraging our network
- Understand customer needs and perform site surveys
- Work with operations support teams to develop proposals that meet the client's needs, concerns and objectives.
- Track and record activities
- Other duties as assigned and required for success of the BD Function

QUALIFICATIONS:

- Bachelor Degree in Business, Journalism, Technical Writing, or other related field.
- 5+ years of business experience and/or management experience



- Excellent interpersonal skills, a sense of humor, and the ability to handle multiple tasks simultaneously
- Small business experience a plus
- Understands shaping, customer intimacy, NAICs codes, teaming, sub-relationships, IDIQs, task orders, FARs, terms & conditions, leading and taking initiative.
- Reading, dissecting and understand solicitation structure and language.
- Ability to adapt to changing priorities is required
- Must be dependable, possess exceptional communication and customer service skills
- Strong skills and experience in project management
- Command presence to ensure proposal teams remain calm and focused during stressful time constraints
- Experience and understanding of civilian and military government contracting

DESIRED SKILLS:

- Strong interpersonal and leadership skills with the ability to interact with internal/external customers and across organizational elements.
- Demonstrated teamwork skills.
- Excellent verbal and written communication skills –
- Superior problem solving and critical thinking skills
- Excellent organizational, interpersonal, written, and verbal communication skills
- Specialized training or certification in Business Development, Proposal Management, and/or equivalent experience is desired

EDUCATION

Bachelor Degree in Business, Journalism, Technical Writing, or other related field. 5 years of related experience.

Adequate related experience (10 years) can be used as a substitute for education*.

OTHER

Shift: Days; 9:00am – 5:00pm (must be willing to work evenings or on weekends on occasion to meet proposal deadlines)

Schedule: Monday – Friday (must be willing to work evenings or on weekends on occasion to meet proposal deadlines)

Job Class: Management

Location | Place of Performance: USA\MD\Lanham

Salary: Commensurate with Experience

Telework or Virtual: Yes

Req Type: Full-Time



BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical, dental, short and long-term disability.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability. VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.