



## **POSITION ANNOUNCEMENT**

# **SENIOR BUSINESS DEVELOPMENT MANAGER**

### **Lux Company Overview**

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in College Park, MD.

### **Position Overview**

Lux is seeking a highly motivated and experienced Senior Business Development Manager to play a critical role in identifying and pursuing federal contracting opportunities. The successful candidate will be responsible for conducting in-depth market research, analyzing Requests for Information (RFIs) and Requests for Proposals (RFPs), leading the development of capture plans and managing proposal development for priority opportunities. This role will involve close collaboration with the executive team to ensure a strategic and methodical approach to winning federal contracts.

The position is full-time with benefits. The position is primarily remote/telework, although occasional travel to meetings, training, or other events may be required.

### **Essential Functions**

#### **Proposal Management Support**

- Manage RFP/RFQ development from solicitation release to submission.
- Develop outlines and proposal templates based on expert read and understanding of RFP/RFQ requirements.
- Create compliance matrices to ensure proposal responsiveness and alignment with client needs.
- Manage RFP/RFQ development from solicitation release to submission, including but not limited to creating and managing proposal development timelines, managing and facilitating reviews, , creating outlines/templates/compliance matrices across volumes... etc) Provide support for proposal development efforts as requested, including:
- Lead and coordinate Coordinating proposal kickoff meetings.
- Create proposal development timelines and take the lead role in supporting scheduling/coordination of color team reviews.
- Develop and respond to Supporting the development of or response to partner data call requests.

#### **Capture Strategy and Planning**

- Lead and manage the process of conducting capture strategy meetings with cross-functional teams.
- Design and implement comprehensive capture plans for priority opportunities, outlining the strategy, tactics, and resources required for success.
- Identify and pitch compelling win themes and differentiators for each opportunity, highlighting the company's strengths and value proposition.
- Conduct gap analyses of RFX requirements, identifying areas where additional information or resources are needed to strengthen the proposal/bid.

### **Business Development and Opportunity Management**

- Present identified opportunities for consideration at Business Development (BD) meetings with senior leadership.
- Conduct preliminary bid/no-bid meetings to prioritize opportunities that warrant additional capture efforts.
- Identify marketing opportunities to enhance our capabilities by leveraging market insights, emerging trends, and innovative strategies to strengthen brand presence and achieve business objectives.
- Provide senior management with summaries of RFPs and key details.
- Manage an opportunity through the capture and bid "lifecycle" from Market Research to Capture Management to Proposal Development for an opportunity.

### **Staffing and Teaming Strategies**

- Develop a comprehensive and competitive staffing strategy plan that outlines the key personnel, skill sets, and qualifications required to meet the RFX requirements.
- Provide input and insights into the competitive pricing strategy, ensuring it reflects the strengths and value proposition of the staffing plan.
- Create a qualified teaming partner selection criteria based on the gap analysis of Lux's capabilities and the requirements of the RFX.
- Structure the qualifications of the winning team based on customer knowledge and a detailed analysis of the RFX requirements.
- Develop and implement a teaming partner strategy plan after receiving approval from senior management.
- Collaborate with potential teaming partners to build mutually beneficial relationships and ensure a cohesive approach to the opportunity.
- Provide essential support to senior management in the finalization of teaming agreements, Non-Disclosure Agreements (NDAs), consultant agreements, and other contractual arrangements necessary to pursue the opportunity.

### **Market Research and Opportunity Identification**

- Utilize various tools and systems, including SAM.gov, eBuy, agency forecasts, and other relevant sources, to identify and track federal contracting opportunities.
- Maintain a comprehensive understanding of the federal contracting landscape and market trends.
- Have a deep understanding of federal RFPs, contracting requirements and contract types (e.g. Fixed Price, T&M, Cost-Plus, etc.), and experience working with different contracting vehicles (e.g. IDIQs, BPAs, GWACs, MACs).
- Analyze RFXs to assess fit with Lux's capabilities, identify the client's needs and constraints, and determine the potential competitiveness and alignment of opportunities with Lux's strategic objectives.

### **Minimum Qualifications**

- Bachelor's degree
- Minimum six plus years of recent and successful experience working with Small Business as a full-time Business Development professional in the federal contracting marketplace. Preference will be given to candidates with experience and current understanding of Federal Agencies and experience pursuing contract opportunities in relevant NAICS codes/SINs.
- Thorough understanding of federal government business cycles, bid, and RFP processes.
- A working knowledge of various procurement and contracting methodologies, contract types and procurement processes.
- Excellent organizational, communication, writing and most importantly, interpretation skills
- Track record of developing and maintaining various pipelines
- Competitive work ethic to pursue new lines of business, customers and partners
- A strong commitment to maintaining the confidentiality and security of sensitive and proprietary information, both within the company and in dealings with external parties.

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### **What We Offer**

- A fun, dynamic working environment with an energetic and diverse team
- An inclusive culture where everyone is welcome
- Competitive compensation commensurate with experience
- Medical, Dental and Vision coverage
- Short & Long Term Disability in addition to Life Insurance (company sponsored)
- 401k Retirement Savings Plan through ADP (after 3 months of employment)

- Paid Time Off (PTO)

**Status/Salary Range:** Full Time/ \$89,400.00 - \$112,360.00

## **EEO**

Lux is proud to be a minority-led, Equal Opportunity Employer. We are committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we are committed to living out these values in all aspects of hiring, employee engagement and retention.

## **How To Apply**

Interested candidates are encouraged to submit their resumes, along with a cover letter highlighting their relevant experience and explaining their interest in this role. Please include specific examples of successful business development efforts in the federal contracting arena. Resumes and cover letters should be submitted to [HR@luxcg.com](mailto:HR@luxcg.com). Please include “Application for BD Manager: [Your Name]” in the email subject line. *Resumes submitted without a cover letter will not be considered.*

[www.luxcg.com/open-positions/](http://www.luxcg.com/open-positions/)