



POSITION ANNOUNCEMENT (December 2023): BUSINESS DEVELOPMENT MANAGER

Position Overview

Lux is seeking a highly motivated and experienced 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), and leading the development of capture plans 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

- 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 and contracting requirements.
- 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.
- 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.
- 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.
- Provide senior management with summaries of RFPs and key details.
- Develop outlines and proposal templates based on RFP requirements.
- Create compliance matrices to ensure proposal responsiveness and alignment with client needs.
- 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.
- 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 any other contractual arrangements necessary to pursue the opportunity.
- Provide support for proposal development efforts as requested. Anticipated proposal development support may include: Coordinate proposal kick off meetings, Create proposal development timelines and support scheduling/coordination of color team reviews, Support the development of or response to partner data call requests.

Minimum Qualifications

- Bachelor's degree
- Minimum five (5) years of recent and successful experience as a full-time Business Development professional in the federal contracting marketplace. Preference will be given to candidates with experience and current understanding of HHS agencies, ED, and/or NSF.
- 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.

Lux Consulting Group, Inc.

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. Lux is an Equal Opportunity Employer.



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 / \$77,400.00 - \$109,366.00

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 with a courtesy copy to Amanda.Greathouse@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/