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# Example of Capture Business Development Job Description

Our company is searching for experienced candidates for the position of capture business development. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for capture business development

* Train field teams and channel partners to build in-market knowledge, help-out regional team on project implementation and orderability
* Actively provide feedback on proposal tools and artifacts
* Overall responsibility for management, oversight, identification, and evaluation of the business development opportunities and responsible for the generation of sales growth and profit enhancement over the short-medium-and long-term necessary to meet or exceed their associated Bookings Forecast and Plan
* Leads, plans and recommends sales and marketing strategies to achieve maximum penetration consistent with Company's financial objectives
* Overall responsibility for the Capture Planning Process and the Bid and Proposal process and budget
* Overall responsibility for the accuracy and achievement of the Company's Bookings Forecast and Plan
* Serve as hands-on capture manager
* Along with business leaders establishes goals to ensure achievement of market-share objective and profitability of products and services
* Manage and analyze the market intelligence data to ensure market opportunities are capitalized on as they occur and minimize the effects of competitive activity
* Prepare customer and strategic presentations including the annual and strategic and discretionary spend plans

## Qualifications for capture business development

* Project ownership, follow-through and completion with strong problem-solving and analytical skills
* 15 Years or more in Proposal, Capture, Business Development, and/or Management organizations
* Candidate must possess full knowledge of the federal procurement process, strong, capability to apply process-driven business development approaches throughout the business development life-cycle
* Managed Pipeline in excess of $1B
* Masters Degree or higher in Engineering, Technical, or Business preferred
* Continuously improves BD processes’ customer satisfaction, gate, capture and proposal bookings/forecasting, NBR allocation, strategic planning