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# Example of Capture Management Job Description

Our company is looking to fill the role of capture management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for capture management

* Selects joint venture (JV) candidate companies and preliminary definition of the joint venture to include recommended board structure, JV organization and ownership share
* Responsible for identifying and achieving financial goals for Lockbox, RDC and Image Cash Letter and understanding market pricing dynamics
* Develop long-term goals for related product lines
* Communicate strategic plans
* Individual must be a leader, motivator, and effective decision maker enhanced by creativity and cognitive risk taking
* Strong influencing skills and ability to navigate at all levels of the organization
* Able to establish and maintain a high level of credibility with functional partners and Senior Management across the organization
* Leading both a direct and matrixed capture organization, enveloping strategic thinking and application, competitive and continual positioning throughout the capture process
* Coordinating and improving Business Acquisition Process (BAP) activities with Division BD leadership, government relations, business management, strategy, and sector leadership
* Mentoring capture teams in required resourcing, people, processes and tools for successful capture

## Qualifications for capture management

* Team oriented- skills in conflict resolution and team building
* 12-15+ years of relevant client experience with a minimum of 10 years of experience leading programs / projects in complex operating environments
* Develops and presents briefings to internal external customers
* Provides guidance to subordinates based on organizational goals and company policy
* Leads strategic capture efforts to secure new or re-compete contracts, or task order business
* Ability to develop actionable win strategies based on understanding customer needs and mission requirements