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# Example of Capture Management Job Description

Our innovative and growing company is looking for a capture management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for capture management

* Relationship Building, build and maintain relationships with other areas and individuals within the complete process cycle to ensure an efficient operating model for the onward transmission to the users of trade capture data
* Develops capture strategy that synthesizes information regarding the customer, competitors and the company’s strengths and weaknesses
* Gains and maintains stakeholder (senior management, partners, teammates) Buy-in and support, and commitment of right resources to win
* Develops and Leads step reviews
* Mentors early career capture managers
* Responsible for allocating and managing all new business investment resources
* Responsible for the identification, qualification and capture of solutions and programs for the Domestic market place emerging international and commercial opportunities - Aggressively pursues new business opportunities
* Develops relationships across the industry including customers, subcontractors and teammates, with the appropriate government agencies, especially government research labs
* Conduct periodic meetings and audits to determine effectiveness of competitive efforts and degree of achievement of goals
* May be responsible for managing other individuals on the business development team

## Qualifications for capture management

* Demonstrated ability to act as advisor to subordinate managers or staff members
* Demonstrated ability to lead the development of a superior value proposition and of an integrated offer that gives customers high confidence in the delivery of this value
* Considered an expert authority in the capture discipline
* Active TS/SCI w/Poly CI security clearance required prior to start
* Capture management experience in both government and commercial markets, domestic and international campaigns, and at least 10 years’ experience in Systems Engineering and/or Program Management is a plus
* Strong customer knowledge and relationships in multiple SSC customer sets