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# Example of Capture Manager Job Description

Our company is searching for experienced candidates for the position of capture manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for capture manager

* Manage transition from opportunity discovery to proposal process
* Communicate win strategies, Customer and Competitor status to all stakeholders
* Leads proposal manager in organizing and facilitating proposal kickoffs, meetings, review sessions
* Communicate bid strategies to the proposal team & to management
* Lead pursuits from early stage qualification, through capture and proposal, to final award, in accordance with ME’s Gate Review Process
* Build a network of industry SMEs who understand funded programs and can design tomorrow’s requirements
* Work with ME line managers to communicate bid strategies to the proposal team and, as applicable, to management and to customers
* Identifying and qualifying new business opportunities within the Naval Sea Systems Command and Navy Systems Engineering and Technical Assistance (SETA) market
* Providing critical leadership from the identification of an opportunity through the post submission phases of the process
* Developing and implement capture plans and strategies (including development and execution of customer call plans), have a firm comprehension of the customer’s requirements, understand the strengths/weaknesses of our competitors and develop/implement winning strategies that highlight strengths and mitigate weaknesses

## Qualifications for capture manager

* Fifteen (15) or more years experience developing and implementing capture plans
* Commercially aware and conversant with all common contracting strategies
* Excellent communication skills and highly effective interpersonal skills are required ability to inspire confidence and provide leadership throughout the company
* Senior level management
* Cross-functional organizations and teams
* Demonstrated business acumen and ability to develop internal business cases to lead development of capture strategies