



# Example of Capture Business Development Job Description

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Our company is growing rapidly and is looking for a capture business development. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for capture business development

- Serve as primary point of contact for the assigned region/markets between the regional proposal/pre-sales team and global broadband team for growing the pipeline of broadband and related sales opportunities
- Proactively plan, document, and manage the internal and external capture project efforts with business development and market teams by promoting strong business relationships
- Lead kickoff calls for project opportunity at various stage of lifecycle - collaborating with extended team members including product management, architect and solution engineering and regional teams
- Drive multi-functional teams in the development of quality customer proposals - RFI, RFQ and RFPs activities including compilation of overall architecture, content, cost, schedule, financials, and internal management reviews
- Monitor, review, and direct weekly proposal progress from a top management perspective, ensuring adherence to the established process and customer proposal schedule
- Develop knowledge of competitor activities by researching, reviewing, and analyzing information to improve company's competitive position
- Conduct after action reviews for all business opportunities post-submission to document lessons learned and identify necessary adjustments to capture technique, strategy, and actions
- Maintain accurate and timely account and opportunity records for efficient

- Work closely with assigned product and solution teams on new release information, customer use cases, and future feature and product requirements based on customer needs
- Prepare and deliver pursuit and capture briefs to management as requested

## **Qualifications for capture business development**

- Previous Profit & Loss responsibility
- Solid understanding of DoD challenges and ability to work with named Federal customers with focus on DoD, DISA and Civilian agencies
- 10 years experience selling into the Government market and base line knowledge of DoD
- Strong time management and organizational skills to prioritize activities, determine which to act on first, and handle multiple sales opportunities simultaneously
- Solid success in profiling accounts, delivering value propositions and account qualification, capture, and technical writing
- Strong verbal and written communication skills with internal and external customers