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JOB OPENING

Job Title: Proposal Manager / Business Development Coordinator
Company: Kauffman & Associates, Inc.
Location: Silver Spring, MD

Founded in 1990, Kauffman & Associates, Inc., (KAI) is a fast-growing professional services firm that welcomes talented staff and strategic thinkers from diverse backgrounds and fields. Our dedicated team applies their special skills, knowledge and experience, delivering creative solutions that positively impact society.

With offices in Silver Spring, MD and Spokane, WA, KAI works closely with public and private-sector clients to tackle many of today's leading social issues – including public health, education, and economic development. Join us today and be rewarded with a meaningful career challenge.

We offer competitive compensation and an excellent benefits program including medical, dental and life insurance, short- and long-term disability coverage, paid time-off and holidays, and matching 401(k) contributions.

We are seeking a Proposal Manager/Business Development Coordinator (PM/BDC). The Proposal Manager/Business Development Coordinator is a key member of the business development team. They are responsible for managing the preparation of proposals and for preparing teaming agreements and negotiating with partners for roles and responsibilities in joint bids. They are also responsible for identifying and tracking new business opportunities, identifying and negotiating with potential partners for upcoming opportunities, and providing consultation and planning in developing business development strategies.

Responsibilities include:

1. Manage the complete Proposal Development Process
 - Review and analyze requests for proposals and scopes of work and conceptualize the appropriate approach for winning the work
 - Develop questions about the RFP and SOW within the deadline established by the client
 - Participate in planning meetings to analyze and discuss the approach to the proposal, exhibiting high-level critical thinking skills along with creative, resourceful ways to describe our experience and expertise in a manner that will resonate with the client
 - Develop Schedule for each proposal
 - Make writing assignments for each proposal
 - Prepare teaming agreements for bids involving partners as primes or subcontractors
 - Monitor writing assignments
 - Perform compliance analysis and prepares compliance matrices for proposals
 - Prepare final drafts of proposals
2. Develop and implement procedures to create and maintain business development tools including:
 - Fact Sheet development and updating cycle
 - Project Summary development and update schedule
 - Resume format and update process
 - Boiler plate library
 - Sample Collection development
 - Win-loss Analysis maintenance
 - Proposal Manual development and maintenance



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3. Conduct Marketing Research
 - Identify developing and re-competing opportunities
 - Track pending RFP's
 - Research potential partners for teaming opportunities
 - Research potential competitors in KAI's service lines
4. Provide Capture Management
 - Participate in bid decisions
 - Lead captures teams
 - Perform in-depth market research on targets
 - Research potential partners for opportunity
 - Research potential competitors for opportunities
 - Oversee capture teams
5. Provide Business Development Training
 - Develop trainings on business development topics as needed
 - Train staff on resume development
 - Train staff on project summary development and maintenance
 - Train staff on the basics of proposal development
6. Provide desktop publishing to ensure quality and consistency in proposal appearance (headers/footers, color palette, headings, table of contents, orphan control, page breaks, page layout, formatting, etc.)

Required Qualifications:

- BA/BS degree **or** at least 8 years progressively responsible experience
- Minimum 5 years of experience in Federal contracting
- At least 3 years experience in Federal business development
- Highly proficient in MS Office, especially Word and Excel, and Adobe Suite
- Demonstrated experience in developing competitive Federal proposals
- Ability to analyze RFP's, develop and implement effective outlines
- Ability to conduct market research in the Federal Marketplace
- Excellent written and verbal communication skills
- Strong organizational and time management skill
- Ability to work well under pressure, handle multiple tasks simultaneously, and meet deadlines
- Flexibility to work beyond core hours and weekends when required
- Ability to exercise discretion, confidentiality and judgment in dealing with sensitive information

Please submit a resume and cover letter summarizing your experience as it relates to this position and your desired salary range to careers@kauffmaninc.com by **Tuesday, October 11, 2011.**

KAI is an Equal Opportunity – Affirmative Action Employer.