

# Job Description

Title: Capture Manager Cost Ctr: 604100

Work Location: Addison, TX Position Status:  Full-time  Part-time

Division & Department: Services

Position Reports to: VP, PMO

## COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Authentixians value:

- Dedicating ourselves to our customer's success
- Compete and win with integrity
- Create innovative solutions with science and technology
- Team and collaborate with accountability

## JOB SUMMARY

The Capture Manager is responsible to lead and manage the development of responses to formal Request for Proposals (RFPs), Request for Information (RFIs), and unsolicited proposals for international government agencies (B2G) and private enterprises (B2B).

The Capture Manager will work with a cross-functional team comprised of program managers, scientists, engineers, sales managers, and subject matter experts to respond to proposal requests. To excel in this role, the Capture Manager must have experience with responding to both formal government solicitations and commercial requests.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

### Capture Planning

- Develop, maintain, and execute capture strategies and detailed capture plans.
- Motivate, energize, and empower the rest of the capture and proposal teams to deliver a winning solution.
- Lead, support, and coordinate solutions development (with SME support) for assigned opportunities.
- Manage relationships with partners and corporate staff for proposed solution development.
- Develop input for technical, management, and staffing approaches, and formulate competitive assessments specific to the pursuit.

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- Participate in win theme and discriminator solution sessions, and proposal development/review.
- Conduct post-submission lessons learned for the Capture Pursuit Team and identify necessary adjustments to capture technique, strategy, and actions.
- Research and develop competitive intelligence and contribute to capture deliverables.
- Support and prepare for company gate reviews to ensure Authentix is prepared for the RFP/proposal.
- Provide analysis to include capability assessments (including potential subcontractors) and preliminary pricing to support the business case analysis.
- Proactively support the team to drive the opportunity to a priced-to-win customer-focused solution.
- Manage and support all proposal color team reviews.
- Candidate will create documentation to support the various phases of the capture life cycle and ensure accurate data is posted to the SharePoint site.
- Identify known, perceived technical risks and avoidance/mitigation strategies.
- Manage storyboarding, blue, red, and gold team reviews; manage recovery of proposal after reviews. Ensure final compliance, messaging, and continuity between technical and financial sections. Proof and edit all text. Perform QA/QC. Ensure that all outgoing proposals are compliant with RFP requirements and Authentix's internal requirements, responsive, compelling, and top-quality.
- Manage collection and submission of questions for RFP Q&A sessions.
- Responsible for final production, packaging, and delivery of proposals and samples.

## **KNOWLEDGE, SKILLS AND ABILITIES** [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Five to seven years of applicable experience, including an understanding of the proposal response process, such as training by Shipley, is desirable
- Must have prior experience in developing proposals, especially Government RFP's – writing and editing proposal content, creating compliance matrices
- Strong communication and interpersonal skills.
- BA/BS in English, Communications, Journalism, Business or related field, or equivalent experience.
- Demonstrable ability to grasp technical concepts and translate to compelling sales proposals.
- Demonstrable mastery of the English written language including spelling, composition, and grammar.
- Attention-to-detail with the ability to review and edit proposal content for compliance, clarity, and proper use of terminology.
- Understanding Contracts

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- Strong proofreading and editing skills.
- Must have Advanced Microsoft Word skills and have extensive experience with all other Microsoft Office applications (Microsoft Visio, Excel, Project, and PowerPoint), as well as Adobe Acrobat Professional and SharePoint.
- Experience with graphics software; Adobe Photoshop is a plus.
- Ability to work independently and as part of a team.
- Demonstrated ability to multitask with numerous high priority demands in an intense, deadline-driven environment is a must.

## **SPECIAL REQUIREMENTS** [Travel %, language, etc.]

- Less than 10% travel

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [*office/warehouse/lab*] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [*office/warehouse/lab*] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.