

Job Number: Baker-2020-3
Job Title: Business Development Growth Strategist
Supervisor: Vice President Baker Engineering
Status: Full Time
Location: Nunica, MI

Precision machining company, Baker Engineering, LLC (BE) core business centers around the design and development of high tech, high performance technologies for a variety of applications, from custom engines, to engine components, to the production of parts and mechanical assemblies for other industries. BE a division of Waséyabek Development Company, LLC that is wholly owned by the Nottawaseppi Huron Band of the Potawatomi, a Federally recognized Indian Tribe.

POSITION SUMMARY

The position is responsible for providing Business Development Pipeline Management, Contract Administration, Proposal Writing and coordination, and Administrative support to Baker Vice President and Baker team. Supports Baker by writing and editing proposals, briefings, and other opportunity-specific materials. Provide graphics and formatting for proposals and provide a broad variety of administrative duties. The position works closely with all employees, customers and related agencies and or enterprises to provide support for day-to-day administration.

ESSENTIAL FUNCTIONS

1. *Business Development Pipeline Management and Contract Administration*
 - Supports Federal Business Development (FBD) team with data analytics on various reports and projects
 - Lead Point of contact and administrator for data mining research using GovWin IQ, Bloomberg and various government contract data sites to identify and create opportunities and lead generations
 - Responsible for creating and managing all accounts within customer relationship management system (CRM) and insuring pipeline data integrity throughout system
 - Coordinate all opportunities, value, and award date changes and ensuring pipeline data pulls reflect all current capture efforts
 - Provide desktop support and guidance on CRM related inquiries
 - Support FBD lifecycle from Opportunity Identification through Proposal Submission
 - Business Development Coordinator is responsible for adding, updating, and monitoring pipeline opportunities
 - Provide high quality research and analysis support including spending trends, competitive assessment, determination of discriminators, and customer knowledge to develop and grow pipeline
 - Establish and maintain effective relationships with customers via email, phone and in person
 - Coordinate and arrange client events, meetings, appointments and conferences
 - Assist with preparation of presentations for client meetings
 - Review and develop compliance matrices, outlines, and schedules

- Maintains rewrites and adds new materials for content library
- Interfaces with Business Development teams
- Work closely with back office support team to provide compliance documents
- Other duties as may be assigned

2. *Proposal Coordinator*

- Writes compliant, responsive, and competitive technical responses, management, past performance, quality control, and staffing sections for proposals based on research; development and application of win themes
- Interviews subject matter experts and gathers information to customize content
- Updates and rewrites existing materials, and develops new materials for content library, ensuring information is presented clearly, persuasively, and strategically
- Ability to compile, analyze, interpret, and project business data into a comprehensive proposal package
- Ensures proposal information is accurate and complete
- Ensures technical content is current, compelling and competitive
- Maintains rewrites and adds new materials for content library
- Manages proposals to ensure information is accurate and complete and deadlines are met
- Interfaces with Business Development team

3. *Project Management and Administrative Support*

- Support the Vice President of Operations with project management and various administrative duties
- Provide support for overall business project management and implementations across the varying divisions of the organization
- Create, review and format communication material to all stakeholders of the Baker
- Support the due diligence and integration efforts of add-on acquisitions
- Review and organize critical legal and business documents
- Support the Vice President of Operations in Advisory Group Board minutes and reporting
- Proficient in Microsoft Office
- Proficient in formatting and re-formatting documents
- Coordinate and prepare proposals for submission
- Other duties as may be assigned

MINIMUM QUALIFICATIONS

- Bachelor's Degree in English or Journalism preferred
- Minimum of 2 years' experience as Technical Writer
- Minimum of 2 years' government contracts experience preferred
- Working knowledge of government contracting bid requirements
- Proposal Coordinator experience is required and APMP Certification as a Proposal Manager is a plus
- Expert documents and writing skills required
- Minimum of 2 years' experience as Executive Assistant
- Self-starter with excellent organizational, time management, attention to detail and follow up skills; ability to manage competing priorities and assignments

- Proficient in Microsoft office suites including; Word, Excel, PowerPoint and Adobe
- Advanced written and verbal communication skills
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Must be proficient in Microsoft Excel
- Must be a good fit for company and culture
- Ability to pass a pre-employment drug screen
- Ability to pass a background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by Baker

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

TRAVEL

This position may require travel up to 20% of the time

POSITION TYPE

This is a full time exempt position

RELOCATION

Relocation expenses are not provided

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with Baker policy

Baker Engineering is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.