



Job Description

Job Title: Director of Business Development

FLSA: Exempt

Department: Admin (Reports to President)

Date: 8/2020

Position Overview:

Researches and identifies appropriate business opportunities. Prepares business growth plans and regularly reports on the company's progress executing these plans. Focuses on growing company annual revenue and net income and takes the lead in developing, prioritizing, and effectively communicating efforts aimed at achieving these goals. Will oftentimes take the lead in proposal management and development through to timely submission. Supports proposal development activities to include project planning, labor, and material cost estimating, and providing input or taking the lead role in writing the management and cost volumes and supports development of the technical volume. Serves as the company's marketing and sales point of contact. Continuously communicates with the customer base, past and present, to assess customer satisfaction. Initiates communication with new customer candidates. Provides guidance to internal staff members regarding new product developments by amplifying the "voice of the customer." May occasionally serve as the Program Manager of a product development program and/or production program. Helps evaluate the potential and practicality of products in development. Self-directed with positive attitude toward helping the entire program team succeed to include helping colleagues across functional boundaries, as required. Strong written and verbal communication is required within Safe and with the external customer. Outstanding situational awareness skill and ability to provide the appropriate response(s) are a must. Can-do attitude is a must.

Education and Experience Requirements:

Bachelor's degree in business or engineering plus ten (10) years of progressively responsible business development and product sales with the demonstrated ability to effectively communicate product/system performance requirements and customer preferences. Prior active duty military operational field and system acquisition experience is a plus. An advanced business or engineering degree is preferred.

Job Requirements:

- Develop and execute strategic and tactical plans to grow the business.
- Establish business growth performance metrics and goals.
- Regularly report to the management team on progress associated with meeting business development goals.
- Research various databases such as "Fed Biz Ops" to identify new business opportunities.



- Assess new business opportunities for applicability, likelihood of winning the new business, and the estimated cost to do so to assist with decisions regarding whether or not to pursue any given business opportunity and, if the decision is made to pursue, how best to accomplish it.
- Help prepare responsive proposals to those opportunities the company chooses to pursue – oftentimes will take the lead role in managing the proposal development process.
- Support new product development efforts by being the “voice of the customer” during internal design reviews.
- Occasionally serve as Program Manager for new product development efforts to satisfy requirements within schedule and budget.
- Functional with Microsoft Office Word and Excel and possess a working knowledge of Microsoft Project.
- Work in a self-directed manor as a member of a product development team.
- Accept ownership of assigned tasks and follow through with accurate and thorough status communication.
- Continually demonstrate excellent teamwork.
- Excellent situational awareness skills and abilities.
- Demonstrate outstanding verbal and written communication skills with internal team members and external customers.
- Represent company at professional society meetings, conferences, trade shows, and congressional support request visits.
- Proven leadership and team management skills.
- Broad and extensive engineering-related experience, preferably including mechanical/mechanism design.
- Proven interpersonal skills, public speaking, and persuasive ability
- Strong project financial management background.
- Familiarity with DoD contracting, SOW and performance specification development, FARs and DFARs, organization, and culture.
- Experience obtaining new and repeat business from DoD and aerospace primes
- Other job functions and duties as assigned by management.

Physical Requirements:

The employee is required to talk, see, and hear. The employee is required to sit for extended periods of time and use their hands and fingers, and computer keyboard. The employee is occasionally required to stand for extended periods of time, walk, and reach with arms and hands. Vision abilities required by this job include close vision. Must be able to travel, alone or accompanied, and carry and set up equipment at customer sites, conferences, trade shows, etc.