**Long Wave Inc. Position Description**

**Position Title:**  Capture Manager

**Department/Location:** Programs/Oklahoma City, OK 73103

**Supervisor:** Director of Business Development

**Status:** Regular/Full-Time Exempt

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**Primary Function:**

The Capture Manager is responsible for leading and managing the strategic capture of new business opportunities, both in LWI’s traditional NC3 niche and tangential market sectors. This role involves a combination of strategic planning, team leadership, relationship management, and proposal development to successfully capture contracts and drive business growth. The ideal candidate will demonstrate exceptional communication skills, industry knowledge, and a proven ability to develop and execute win strategies.

**Essential Responsibilities:**

1. Opportunity Identification: Research and identify new business opportunities through market analysis, networking, and monitoring common US Government marketplace sites. For each opportunity, assess and assign an initial probability of award (PoA) based on alignment with LWI’s market position, customer intelligence, and funding profiles.
2. Capture Execution: Execute LWI’s capture processes via the Capture Handbook. Lead each identified opportunity through the defined capture phases and review/approval gates. Assemble, coordinate, and lead capture teams, fostering collaboration among the business units and executive departments to ensure alignment with capture strategies and company growth goals.
3. Capture Strategy Development: Develop and implement comprehensive capture plans, outlining strategies to win specific opportunities. Collaborate with cross-functional teams to align resources and efforts.
4. Proposal Management: Oversee the proposal development process, via the Proposal Handbook. Ensure timely submission of high-quality proposals that align with client requirements and showcase the company’s strengths. Build compliance matrices to ensure all items in RFP/RFI/Sources Sought responses are adequately addressed.
5. Client Relationship Management: Assist the Business Strategy Division by maintaining relationships with key stakeholders, including clients, partners, and industry influencers. Proactively address client needs and concerns at the ground level.
6. Market Trends Analysis: Stay informed of industry trends, competitive landscape, and changes in client needs to adapt strategies accordingly.
7. Budget Analyses: Analyze Department of Defense (DoD) and Interagency budgets to identify funding opportunities and trends, ensuring alignment with the company’s business strategy roadmaps. Inform decision-making by providing critical insights that influence proposal development and prioritization of business opportunities within LWI’s market sphere.
8. Performance Metrics: Assist in setting strategy goals; establish and track key performance metrics for capture efforts to measure success and identify areas for improvement.
9. Compliance and Risk Management: Ensure all proposals comply with relevant legal, regulatory, and quality requirements. Assess risks associated with potential captures and develop mitigation strategies.
10. Content Creation: Write and edit content for marketing materials, such as the corporate website, capability briefings, and capability statements.
11. Company Archives: Compile, organize, and maintain boilerplate content, such as executive summaries, capabilities statements, past performance references, proposal databases, program management plans, quality control plans, staffing and transition plans, graphics, tables, and charts.

**Work Conditions:**

This position typically works in an office setting but may require occasional travel for client meetings, conferences, or industry events. The Capture Manager will be expected to collaborate closely with various teams and stakeholders across the organization.

**Job Requirements:**

*Minimum Requirements:*

1. Education: Bachelor’s degree in Business Administration, Marketing, or a related field; Master’s degree preferred.
2. Experience: A minimum of five (5) years of experience in business development, capture management, or proposal management, preferably within the defense sectorStrong written and verbal communication skills with fine attention to detail.
3. Strong understanding of the capture management process and best practices.
4. Excellent verbal and written communication skills, with the ability to present complex information clearly.
5. Proven leadership skills with a track record of successfully leading teams in a collaborative environment.
6. Ability to build and maintain strong client relationships and networks.
7. Strong analytical and problem-solving skills.
8. Demonstrated proficiency in Microsoft Office software applications – Outlook, Teams, Word, Excel, Power Point, and Project.
9. Strong personal skills and the ability to communicate effectively with both technical and non-technical personnel, including project team members, management, and SMEs.
10. Familiarity with Federal Acquisition Regulations is preferred.
11. Professional certifications such as PMP or similar are a plus, but not required.

**To Apply: <a href='https://secure6.saashr.com/ta/6179114.careers?TrackId=[MyTrackingId]&ApplyToJob=436660676'>Apply For This Job</a>**

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