

Job Number: WFS-2021-7

Job Title: Business Development Manager of Federal Division

Supervisor: Vice President of Federal Business

Status: Full Time

Location: Remote

Waséyabek Federal Services, LLC (WFS) is a subsidiary of Waséyabek Development Company, LLC (WDC), providing services to the Federal marketplace. WDC is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities.

POSITION SUMMARY

The Business Development Manager will work closely with the Vice President of Federal Business (VPFD). This Business Development position is responsible for developing new business and establishing crucial business relationships for the Federal Division, pursuing opportunities identified by the Federal Division leadership and Shared Services team, as well as achieving operating and financial objectives.

The Business Development Manager actively participates in defining and executing the Federal Division's overall business development strategy and vision for WFS to grow responsibly, in a profitable and sustainable manner. The position may interact and collaborate with WDC leadership and departments; other local, state, and federal and agency personnel.

ESSENTIAL FUNCTIONS

- Develops new business by locating, defining, negotiating, and maintaining business relationships, including pipeline and due diligence support relationships
- Develops and executes plans for the pursuit and successful capture of opportunities
- Assists in the evaluation of Federal sector acquisitions
- Must have strong working knowledge of 8(a) Federal contracting business development strategies
- Screens potential business deals by analyzing market, forming market strategies, identifying deal requirements, assessing business potential, reading, and interpreting financials, evaluating options, adjusting to internal priorities, examining risk and potential, and recommending equity investments
- Updates the Business Development pipeline plan by adding new opportunities
- Works and coordinates closely with the VPFD and other personnel in the operating organizations to ensure business development objectives are supported by these organizations
- Utilizes and tracks business development deals utilizing appropriate database
- Prepares or obtains Non-Disclosure Agreements (NDA's), Teaming Agreements, Consulting and Subcontract Agreements, Letters of Intent and other business- related contracts for review
- Regularly interacts and collaborates with leadership
- Serves as the principal liaison with business development customers and clients
- Engages in direct client work on Professional Service Contracts

- Sources contract hires to staff skilled personnel contracts and assists in planning and strategy for staffing skilled personnel upon contract award
- Develops and maintains relationships with skilled personnel to staff contracts upon award
- Develops strategic partnerships for subcontracting
- Monitors external and internal environment for development of new market segments
- Plans and controls business development to attain maximum potential volume and portfolio balance for the organization's products and/or services; focusing on 8(a) and other set-aside contracts
- Provides Management level briefings and participates in shared services planning meetings
- Meets all deadlines established or obtains timely adjusted deadlines based on current events
- Must be willing to support contract opportunity captures, including: Developing overall win strategy; shaping deals with customers developing team strategies, and collaborating with teammates; understanding pricing and assist in developing winning price
- Assist in contract transition implementation
- Anticipate and proactively manage and communicate changes in project scope, identify potential crises, and devise contingency plans
- Communicate business objectives and plans within the company
- Knowledge of Department of Defense (DoD) plans, policies, standards, and methods including Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations (DFAR)
- Teaming skills to cultivate strong teaming partner relationships
- Promotes company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices
- Manage implementation and continuous improvement of key metrics including but not limited to: Revenue earning initiatives, profit margins, operating expenses, cash flow, on time delivery, lead times, quality, and inventory
- Review actual performance to plan and take appropriate actions to meet plan

RISK & FINANCIAL MANAGEMENT

- Understands basic revenue models, Profit/Loss and cost-to-completion projections and makes decisions accordingly
- Accurately forecast revenue, profitability, margins, bill rates and utilization
- Assist with development and implementation of annual business enterprise budgets.
- Recommend periodic revenue and profit goals for each area of responsibility
- Identify new and enhance existing processes designed to promote growth, customer service, cost reduction and expense control

COMMUNICATION

- Present and support varied points of view relative to corporate strategy and decision making to the CEO
- Support the company's values, principles, vision, mission
- Encourage open communication between team members, allowing them to bring ideas forward on how they can collectively deliver a more effective service

STRATEGIC PLANNING

- In conjunction with VPFB, DFO, and WDC CEO, participates in planning and implementing the Federal Division's strategic and long-range goals for approval by the WDC CEO and Board of Directors
- Conducts organizational reviews to identify strengths, weaknesses, and opportunities and to evaluate operational effectiveness
- Contribute to the development of the company's vision and mission

LEADERSHIP

- Direct and oversee assigned operations to achieve planned performance goals
- Assure the development of operation-level planning and control systems
- Supervise immediate subordinates and establish areas of responsibilities for each subordinate and authority levels regarding policies, contractual commitments, expenditures, and personal actions
- Generate all applicable reporting to corporate; assuring compliance with internal policies and procedures
- Maintain accurate, timely and transparent information regarding employee performance
- Utilize progressive discipline practices to address sub-standard performance in a timely manner and carry out with dignity and respect
- Invite and accept feedback and provide upward feedback

MINIMUM QUALIFICATIONS

- Bachelor's Degree or relevant on the job experience of 10 years
- Ability to obtain and maintain Secret Clearance required
- Project Management Professional PMP Certification – preferred
- Minimum of five (5) years' experience with Department of Defense (DoD)
- Working knowledge of government contracts including SBA, FAR, DBA and SCA implications and regulations
- Proven ability to facilitate meetings for large or small groups
- Ability to work independently and as a team member under tight deadlines with changing priorities
- Strong data management skills
- Experience with Microsoft office suite including; Word, Excel, PowerPoint, Access, and Visio
- Excellent writing and oral communication skills
- Strong organizational skills and detail oriented
- Expertise in technical and management proposal writing and development – preferred
- Ability to establish and maintain operational processes and procedures for small-medium sized office
- Ability to function and adapt to changing environments and organizational protocols.
- Working Knowledge of DoD, and other agency standards/protocols regarding business development, operations, logistics, and resource utilization

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 job operates in a professional office environment. The performance of this position may occasionally require exposure to the manufacturing areas that require the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection. Occasional local travel is expected with this position.

TRAVEL

- Remote location with frequent travel to the Grand Rapids, MI office
- Ability to travel up to 40% of the time

HIRING PREFERENCE

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

Waséyabek Federal Services 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.

