



## **Capture Manager**

**Location: Herndon, VA**

### **Overview**

Tyto Athene (formerly Black Box Government Solutions) is a full service integrator focused on helping clients accelerate their ability to make decisions by providing ubiquitous and secure access to enterprise information throughout their operating environment. Tyto Athene uses a myriad of technologies, innovative thinking, and proven processes to deliver successful outcomes for its clients worldwide.

This position will work with the Director of Sales to lead new business capture activities.

### **Responsibilities:**

- Lead strategic capture activities
- Develop Competitive Strategy, Teaming Strategy, Win Themes, Bid to Win, Value Proposition, Price to Win, Early Executive Summary and Solution Strategy Map
- Expand role into additional captures with future IDIQs. Expand the team through growth when required
- Manage Capture Management Team and assign resources as necessary
- Act on the behalf of the Account Executives (AEs) for selected opportunities and is responsible for winning those opportunities
- Work to align our business process in preparation for upcoming solicitations under programs in coordination with Operations
- Provide verification that our processes are followed and implemented as they run through our sales process with team members of our sales organization
- Work directly with AEs on Strategic Capture
- Work with Contracts to initiate teaming agreements, NDAs and Vendor Letters
- Assist in writing RFIs and Proposals for AEs as needed
- Perform Competitive Analysis
- Perform Gap Analysis and Risk Analysis
- Participate in Color Team reviews as necessary
- Prepare Past Performance
- Perform Compliance Reviews
- Assist with Training Plans
- Determine technical and management capabilities, team members and past performance required to compete on opportunities and assess feasibility to meet these requirements utilizing corporate, and external partner resources
- Maintain knowledge of competitors in marketplace to strategically position Tyto solutions and services
- Convey capture strategy reviews to management



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- Establish a professional, working relationship with internal groups within Business Development, Contracts, Engineering, Finance and other support functions to ensure winning bids
  - Creation and maintenance of a subcontractor/partner database to include and reflect market research on strategic vendors and partners, providing feature comparisons to support sales initiatives
  - Establish professional working relationships with subcontractors and partners and act as Tyto SME on subcontractor/partner capabilities

**Skills, Knowledge, Abilities:**

- Team player with strong interpersonal skills and the ability to effectively interact both inside and outside the organization
- Strong and confident presence and is comfortable meeting with customers and partners
- Excellent written and oral communication skills
- Strong computer skills including Microsoft Office Suite
- Excellent organizational skills, able to prioritize work and meet deadlines
- Ability to adapt to changing priorities and manage multiple tasks
- Previous capture experience or related experience such as business development, account management, or proposal management.
- Federal capture, proposal and/or contracting experience is highly desirable
- Experience managing and writing proposal efforts in response to government RFPs

**Education/Experience Requirements:**

- Bachelor's Degree preferred
- 2-7 years' experience in capture management or proposal writing within the federal, municipal or commercial marketplace
- Experience working on large, complex Government proposal documents
- Familiarity with DoD and/or federal contracting is a plus