



Capture Coordinator

Summary:

Capture Coordinator with experience as a business analyst supporting process improvement, business analysis, project management, software development, or technical writing background. Candidate should possess a strong desire to learn, be motivated and adaptable.

Responsibilities:

- Work with assigned Capture Teams to coordinate and manage IT business requirement analysis as in draft and/or previous request for proposals (RFPs)
- Work with Business Development Directors to facilitate and develop capture plans for anticipated government contract requirements that will eventually result in a competitive bid
- Facilitate the capture of information and analysis relating to developing IT solutions. Work with solution team to map past performance and capabilities to requirements.
- Facilitate and assist team to identify capabilities gaps and solutions
- Lead efforts in capturing and writing business, technical and functional approaches for meeting customer and capture objectives
- Responsible for the development and maintenance of capture documentation including requirements, competitive analysis, win themes, and solution approaches,
- Define, track, and manage capture information throughout the Capture Lifecycle
- Work closely with Business Development Directors, Proposal Managers, Pricing Analysts and Recruiting on assigned capture efforts
- Perform analysis to gather competitive intelligence, pricing information and patterns, customer organizational data and strategic plans as required for developing strategies and insight into government and customer mission needs
- Assist with the development of solution storyboarding
- Work closely with proposal managers to ensure solutions and approaches are incorporated and represented in the proposal response
- Assist proposal managers to construct proposal outline with capture win-themes, approaches, and strengths

- Assist with writing assignment for proposal response

Requirements:

- US Citizen
- 5+ years of relevant experience required
- Skilled in software requirements gathering, application content development, scope management, data analysis, user training, production support, procedural technical documentation, and process improvement
- Good writing skills
- Good project management and organization skills
- Experience in MS Office Suite

Preferred Experience and Skills

- Bachelor's Degree or equivalent related experience
- Experience in gathering requirements in both traditional Waterfall and Agile/iterative software development methodologies
- Experience using technologies and tools such as: SharePoint, Visio, Team Foundation Server (TFS), Use Cases
- Experience working on federal contracting bids a plus
- Experience working on federal contracts desirable

If interested in applying, please contact Danae.Cleary@dnigov.com