



## **ABOUT DELAWARE NATION INDUSTRIES (DNI)**

DNI is wholly owned by the Delaware Nation. Today, the Delaware Nation works closely with the federal government of the United States. Delaware Nation has companies under the DNI umbrella that are experienced in providing professional, technical, Cyber Security, health, construction, and engineering services to our federal government customers.

The Delaware Nation, whose aboriginal name is Lenape or Lenni-Lenape, also known as the Grandfathers, is the oldest known nation in the Northern Hemisphere.

DNI is seeking a full-time Research Analyst to be a part of our growing corporate office team located in Oklahoma City, OK. The Research Analyst will report to DNI's Chief Growth Officer (CGO) and provide business-, market-, and competitive-intelligence (BI/MI/CI) research and analysis, pipeline development and management support that includes the identification and tracking of new and existing opportunities within the commercial and federal government market space.

### **Essential Functions and Responsibilities:**

Provide market analysis to substantiate service offering and market expansion as well as inside sales support to identify market opportunities that may be appropriate for pursuit. Must be capable of analyzing returned data sets and comparing against all Delaware Nation core capabilities to identify opportunities of interest.

- Support CGO in Business, Market and Service Offering trend research on both public and paid sites/portals
- Support the CGO's BI/MI/CI initiative by researching various services and tools and comparing the value of the industry intelligence provided
- Profile companies of all sizes in terms of corporate background, strategic direction, core competencies, customer history and past performance
- Support CGO CAGR research initiatives and support reporting development and updates. Also assist with researching and analyzing current customer needs, requirements, and trends.
- Maintain BI/MI/CI data, presentations, and reports on SharePoint & ensure accessibility
- Support BD Directors, CBDO, CGO in pipeline development and research
- Responsible for weekly, monthly, and/or quarterly reporting & adhoc report requests.
- Research contracts - history, customers, incumbents, TOs, trends, spending, etc.
- Research the awards and vehicle performance of IDIQ holders
- Uses portals such as BetaSAM (FBO), GovWin, eBuy, FPDS and others.
- Maintain CRM, managing system data and features.

- Develop a process to continuously update market research data
- Collaborates with other teammates and colleagues to meet other deliverables.
- Periodic duties include but are not limited to:
  - Participating in opportunity outlook meetings and reviews
  - Participating in bi-weekly Gate Reviews regarding future opportunities
  - Participating in strategy meetings, solution meetings, and potential off-sites, etc.

**Core Competencies:**

These are personal traits that will best help the associate to successfully perform the essential functions of the job.

- Initiative - Job requires a willingness to take on responsibilities and challenges. Interest to explore and learn new things
- Social Orientation - The analyst must have the ability to work both independently and in a group setting, to work in a fast-paced environment and to multi-task – possibility of working on multiple projects at one time.
- Judgment and Decision Making - Must possess a high level of analytical and technical skills required to interpret and analyze intel/data and determine importance.
- Attention to Detail - The role requires someone who is extremely detail oriented and able to decipher industry data.
- This person must be ethical and honest and have a strong customer-service orientation.
- Candidate must have excellent written, organization, and verbal skills to communicate effectively through email, Zoom, MS Teams, and teleconferences.
- Candidate must be dependable, reliable, and responsible – able to fulfill the position’s regular reporting and research obligations.
- Candidate must be very articulate, have a sense of humor, easygoing, but very disciplined. Culture and Organizational fit are important.

**NOTE:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equipment/Systems:**

This position requires frequent use of Microsoft Office, GovWin license, JAMIS CRM, plus other industry tools and services. Basic business office and administrative skills and knowledge are required for report development, printing, distribution, etc.

**Supervisory Responsibility** – none

**Work Environment & Physical Demands:**

This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This is a largely sedentary role that primarily requires sitting at a desk in front of a computer for long periods of time.

**Position Type and Expected Hours of Work:**

This is a full-time exempt position; typical work hours and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. with the occasional need for overtime to support colleagues in meeting important deadlines.

**Travel** – 0-10% for travel to conferences/training or partner strategy meetings.

### **Required Education and Experience**

Varies depending upon formal education and specific work experience.

Bachelor's Degree in business administration or related field preferred, but not required.

- Preference will be given to candidates with both Business/Market Research and federal contracting opportunity research experience. Federal opportunity tracking experience is essential.
- At least 2 years of experience working as an analyst for a federal market research company and/or in BD for a contractor in the federal services market.
- An understanding of the tribal and small business set-aside process is desired.
- The candidate must also understand industry trends that impact the company.
- An understanding of the FOIA process is desired.
- Experience with GWACs, Schedules, and agency-wide vehicles preferred.
- BI/MI/CI services and tools experience a plus.
- Must be proficient in MS Office suite, including Word, Excel, PowerPoint and Outlook
- Strong Grammar and proofreading skills
- Strong reading comprehension and analytical skills

### **AAP/EEO Statement:**

DNI complies with all federal, state and local laws designed to protect employees and job applicants from discrimination based on race, religion, color, sex, parental status, national origin, age, disability, genetic information, military service, or other non-merit-based factors.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*If interested in applying, please contact [Danae.Cleary@dnigov.com](mailto:Danae.Cleary@dnigov.com)*