



## **Solutions Coordinator**

### **Summary:**

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

### **Responsibilities:**

- Work with assigned Solution Architect to perform IT business requirement analysis in draft and/or previous request for proposals (RFPs)
- Work at the direction of the Solution Architect to develop capability matrices and map DNI capabilities to RFP requirements
- Work under the direction of the Solution Architect to develop IT and technical solutions by performing business analysis, outlining project management and process approaches to performing the work and supporting technical writing of solutions.
- Draft past performance response to support proposal efforts
- Facilitate the capture of information and analysis relating to developing IT solutions. Work with solution team to map past performance and capabilities to requirements.
- Work as part of a team to identify capabilities gaps and solutions
- Participate as a team member on proposal and capture efforts in writing business, technical and functional approaches for meeting customer and capture objectives
- Assist the Solution Architect to develop the proposal technical library with technical approaches, solutions and methods,
- Work closely with Business Development Directors, Proposal Managers, Pricing Analysts and Recruiting on assigned capture and proposal efforts
- 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 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](mailto:Danae.Cleary@dnigov.com)*