

Job Number: WFS-20-64

Job Title: Business Development, Federal Division

Supervisor: President of Federal Business

Status: Full Time

Location: Multiple Locations

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, Federal Division position is a member of the Federal Division Team and will work closely with the President of Federal Business (PFD) and Director of Federal Operations (DFO). 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 position 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

Business Development

- 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 in collaboration with Federal Shared Services and the DFO
- 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 plan by adding new opportunities and coordinating changes with PFB and the DFO and other appropriate personnel prior to submitting to WDC CEO
- Develops Business Development & Strategic Plan(s) along with the PFB, DFO, and WDC CEO.
- Works and coordinates closely with the DFO 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 WDC 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
- Provides market feedback to the PFB and DFO regarding competitive offerings, prospect needs and generates product development ideas
- 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
- Takes positive steps to inform the PFB, DFO, and WDC CEO of significant activities and events affecting business development
- 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
- Work with the CEO on long term strategy, mergers and acquisitions in Federal sector
- Communicate business objectives and plans within the company
- Ensure that plans and policies are consistently understood, correctly interpreted and administered by subordinate managers
- Knowledge of Department of Defense (DoD) plans, policies, standards, and methods including Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations (DFAR)

- Knowledge of Department of Energy (DOE) plans, policies, standards, and methods including FAR and Department of Energy Acquisition Regulations (DEAR)
- 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 PFB, 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
- Ability to obtain and maintain Top Secret Clearance preferred
- Project Management Professional PMP Certification – preferred
- Minimum of five (5) years' experience working for ANC, NAC or NHO at the executive level, preferred.
- Proven record of business development in the Federal sector as evidenced by awarded contracts
- Demonstrated strong knowledge of Federal contracting advantages for minority-owned and financially-disadvantaged entities; particularly 8(a).
- Positive CPAR record for projects managed
- Ideally will bring relationships/contracts capable of off-setting salary and benefits requirements
- Minimum of ten (10) years of proven success in a senior management role in achieving substantial improvements in business operations resulting in significant and steady increases in profitability over the course of several reporting periods
- Experience in government contract operations, 8(a) business companies, program management, reporting and metrics, and risk management
- Demonstrated success in managing customer service, quality, scheduling and purchasing
- 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.
- Knowledge of DoD, DoE, and other agency standards/protocols regarding business development, operations, logistics, and resource utilization
- Must have knowledge and experience in re-badging Federal employees

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

- Ideally, position is based in the Grand Rapids, MI office with frequent travel to the Washington DC metro area and Federal sites nationally, and internationally.
- 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.