

## Job Announcement: Proposal Manager

Atmospheric & Space Technology Research Associates, LLC (ASTRA) is actively seeking a Proposal Manager to join our Business Development team. The Proposal Manager will drive end-to-end proposal development and establish and refine the associated processes around successful bid and proposal to a wide variety of DoD, civil and commercial customers. This position will work across the organization to identify new proposal opportunities, develop a robust development inventory, and identify the resources needed to pursue business opportunities. A successful candidate will have a proven track record of executing full life-cycle proposal and capture efforts with a successful win rate for a diverse Federal client base; DoD experience highly desired.

### Roles & Responsibilities

#### Proposals (80%)

- Lead and manage the proposal process through the entire life-cycle of each opportunity to proposal development to award as a key point of contact, communicating customer requirements and sensitivities.
- Assist with bid strategies, pricing, and proposal strategies.
- Establish milestones for bid/no-bid reviews and bid decision reviews.

#### Capture (10%)

- Proactively identify opportunities and markets through market research, industry events, publications, announcements, and contacting potential partners/collaborators.
- Locate or propose potential business opportunities by contacting potential partners and collaborators.
- Systematically screen potential opportunities to, determine likelihood of win and potential financials then make grounded recommendation based on strategic importance.
- Develop schedules for and attended conferences, networking opportunities and industry events to identify opportunities and to network with potential customers.

#### Strategy/Processes (10%)

- Develop capture strategies and manage timelines to meet and exceed monthly, quarterly, and yearly business development targets.
- Refine and improve the capture plan through maintenance of relevant metrics.
- Create systems that facilitate workflow throughout the Capture process.
- Develop effective and competitive strategies by examining risks and potentials; including partners' needs and customer goals.

### Required Qualifications

- **Education:** Bachelor Degree
- **Experience** 3-5 years Federal Contracting and Proposal management
- **Other:** Security Clearances Strongly Desirable. Travel up to 10% per month. Microsoft Office.

### Compensation & Benefits:

- This is a full time, exempt position. Compensation will be dependent on experience
- We provide paid time off, paid holidays, and a flexible schedule
- We provide health/dental insurance packages
- We provide retirement benefits.

### ABOUT ASTRA:

ASTRA is a leader in the "New Space" small satellite revolution specializing in miniaturized sensors, and data modeling and analytics for our government and commercial customers. Building on a foundation of fundamental space physics research, we design, develop, build and deploy novel ground-based and space-based instrumentation and sophisticated computer models. With a combined breadth of experience spanning decades and multiple disciplines, our team provides unique capabilities, and customized engineering and data services to customers in both the public and private sectors. Our partners and collaborators around the world enable us to deploy instrumentation globally allowing for complete and reliable data acquisition.

ASTRA is headquartered in Louisville, CO.

*ASTRA is an equal opportunity employer.*