

Company: Lattice Government Services., 8 Eagle Center, Suite 5, O'Fallon, IL, 62269

Contact: Kylee Brown, 618-624-6799, e-mail: kylee.brown@clrgroup.com

Position Title: Business Developer

Salary/Hourly Rate: Base +Commission

Projected Hours: Full Time

Benefits: Full

Date: Immediate

FLSA Status: Exempt

Job Code: 41-9099-E-GA-BD1

Position Summary: Business Development Lead with a high energy, self starter mentality. Using strong research and interpersonal skills, interface with business intel sources and potential and existing customers to find and develop opportunities that expand a viable pipeline. Create, expand, and maintain a viable network of potential partner companies to create strong bid teams. Participate in teams to develop responses to RFIs, RFQs, RFP, and other materials as required. Developer must have ability to work independently, multitask, adhere to schedules and deadlines, and present information in informal and formal meeting environments. Demonstrated understanding of Government acquisition methods and procedures are a key requirement for this position. Must present a professional appearance and attitude combined with the technical aptitude to succeed.

Specific Duties and Responsibilities:

- 2-5 years in Government focused business development.
- Identify and develop new client opportunities in the communication and technology industries both with customers and partners/teammates
- Network with prospective partners including opportunity specific teaming relationships
- Actively promotes and markets Company through professional, industry and governmental forums, including industry days, conferences, etc.
- Reports to the VP, Business Development & Marketing, as required, on all ongoing sales activity
- Leads or supports capture and proposal efforts

Knowledge, Skills, and Abilities:

- Exemplary verbal and written communication skills and superior customer service skills
- Ability to build and maintain strategic working relationship, with a tenacious approach, positive attitude and adaptability to change
- High degree of self-motivation with demonstrated organizational and time management skills
- Strong motivation for continuous learning and active in seeking new areas for growth potential
- Collaborative and team building skills
- Experience with sales research tools including INPUT, FedBizOps, GSA, etc.
- Proficient in MS Office suite

Desired, Skills, and Abilities

- Familiarity with Marketing and Business Development concepts in multiple environments (i.e. Government and Commercial)
- DOD and USAF experience
- Use/Understanding of SharePoint as a collaboration tool

Credentials and Experience

- Undergraduate degree in related field preferred but not required

Special Requirements

- Short duration travel on semi-frequent basis (10-20% anticipated)