

BUSINESS DEVELOPMENT ASSOCIATE JOB DESCRIPTION

Position Title:	Business Development Associate
Employment Status:	Full-Time, Salaried, Exempt
Location:	Remote
Preference:	Native American Preference, FBIC Veteran Preference

POSITION SUMMARY:

Buffalo Horse Inc. is a certified 8(a) Native American-owned small business that develops solutions for a wide range of industries to include: financial management, information technology, managerial consulting, organizational development, health consulting, security, and risk management.

Buffalo Horse Inc. is seeking an experienced and skilled Business Development Associate to assist in developing and implementing strategies that will help the company grow. The Business Development Associate will work closely with the General Manager and other members of the executive team. This position will support company growth by managing the opportunity pipeline via proposal management and capture activities. This role will also be responsible for overseeing the progress of strategic initiatives. The ideal candidate for this position will have experience leading organizational strategic initiatives, excellent project management and communication skills, and the ability to think outside the box.

KEY RESPONSIBILITIES:

Pipeline Management

- Manages relationships with PTACs and other pipeline resources as well as platforms related to pursuit, including GovWin, Other Transaction Authorities (OTAs), Contract Vehicles, SAM.gov, and more to maintain the opportunity pipeline
- Manages the entire pre-award proposal process from pre-solicitation to lessons learned:
 - Facilitates proposal strategy sessions with capture and Subject Matter Experts (SMEs)
 - Collaborates with other professionals (i.e., business developers, capture managers, SMEs, and senior-level management) to clearly articulate a winning strategy, compelling solutions, and substantiated themes; ensure representations and certifications are forwarded to management for completion before submission
 - Creates and maintains high-quality templates and leads the development of all necessary proposal documentation (e.g., compliance matrixes, proposal outlines, writing assignments, responsibility matrices, proposal related customer questions, annotated outlines, color review management, finalized proposal documents, oral presentations, lessons learned, etc.) to win the assigned bid

- Serves as the quality assurance function for final products, ensuring quality and compliance

Strategy

- Supports long-term strategic plans for the organization's growth based on market demand or economic trends and company objectives
- Identifies new business opportunities and supports long-term business plans to capitalize on them
- Analyzes data and makes recommendations for improvements to existing products or services or the development of new products or services that meet marketplace needs
- Researches, analyzes, and interprets data to identify industry and market trends to inform decision making
- Develops and manages relationships with key stakeholders, including clients, partners, and vendors
- Directs the activities of cross-functional teams to achieve project goals
- Prepares reports and presentations for upper management
- Identifies opportunities for process improvement and implements solutions

MINIMUM REQUIRED EDUCATION AND QUALIFICATIONS:

- Minimum two to five years of business development experience
 - Public sector, GovWin, SLED, or regulated industry experience preferred
- Experience with program requirements including RFPs, RFIs, and multi-award (IDIQ, BPA, GSA) type proposals.
- Self-motivator with demonstrated ability to work independently as well as a strong contributor in a cross functional team environment on complex projects.
- Clear understanding of the writing process and writing technical solutions.
- Demonstrated interpersonal (written and oral) skills, strong writing, research and communications skills.
- Proven and demonstrated computer (PC) and software skills including Microsoft Office Suite programs, MS Project, Adobe Acrobat, Internet-based information gathering, email systems and file structures.
- Must be willing to work the hours necessary to accomplish the tasks assigned which may include evenings or weekend support as needed
- Willingness to work hard and share in the success with the team!
- BA/BS in English, Business Administration, or another related field, is required.

JOB TYPE:

- Full-time
- Salaried
- Exempt

BENEFITS:

- Health, Vision, and Dental Insurance
- Company Paid Life, Accidental Death, and Dismemberment Insurance
- 401(k)
- Long- and Short-Term Disability

- Employee Assistance Program
- Paid Time Off
- Paid Holidays

Buffalo Horse, Inc. is a tribally owned corporation established by the Fort Belknap Indian Community (FBIC) for the purpose of providing contract services to federal, state, and private entities. Buffalo Horse, Inc.'s goal is to develop a self-sustaining economy for the Aaniiih (Gros Ventre) and Nakoda (Assiniboine) Nations through new businesses, job creation, and resource development.

