**Federal Business Development Representative**

**Partner with our senior leaders for unparalleled growth**

The Kleane Kare Team is a **well-established commercial and government facilities maintenance company with a GSA contract** that is actively looking to add a Federal Business Development Representative to the team.

**What’s a Federal Business Development Rep?**

A sales professional with exceptional relationship building and communication skills, that takes pride in the success of a small business and thrives in the role of navigating contractor relationships. This Representative has a proven track record developing bids for and winning Federal contracting business.

This position is part-time and provides mission critical sales support to the Executive Team. The successful candite knows how to navigate Federal facilities maintenance requirements and the Federal contracting process. Further, this position allows executives to spend most of their time on high level, strategic initiatives that keep the business growing and successful.

**What does KKT value?**

**Development, Responsibility, Diversity, Quality, and Community**.

**ESSENTIAL DUTIES HIGHLIGHTS**

1. Develop and implement a Federal business development strategy.
2. Lead development and capture of Federal Departments and Agency facilities maintenance business.
3. Build and meet pipeline, sales, and business development goals in the commercial facilities maintenance industry. Includes ongoing customer engagement, market, and competitive assessments.
4. Manage strategic partnerships with Federal, state, and local agencies, and other contractors to support and develop the business development function.
5. Prepare professional level responses for Federal contracting bids/opportunities, with an emphasis on identifying and addressing existing operational gaps.
6. Proposal deadline tracking to ensure Federal contracting bids and other proposals are submitted on time and follow up according to award management guidelines.
7. Tracking and forecasting key personnel requirements relating to RFPs/RFQs.
8. Understanding of financial drivers in industry, customer, and partner relationships.

**CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES**

* Small business success minded; ability to build relationships of credibility and trust.
* Highly autonomous and self-motivated; great instincts and sound judgement.
* Collaboration with team members and deep knowledge of Federal government operations.
* Strong written, verbal, and presenting skills with an emphasis on sales content and presentations.
* Dedicated to analytical learning, correcting, solving, and continuously advancing improvement.
* Flexible, with a love of variety and embracing change; eager to seek creative solutions.
* Goal oriented and good project management skills.

**MUST HAVE**

* High school degree or equivalent.
* 5 years of experience in the Federal business development marketplace.
* Experience in FAR and state and local regulations and in a Federal sales capture environment.
* Knowledge of government contractor requirements.
* Good computer skills, with a working knowledge of the primary Microsoft Office 365 and Google applications/programs; experience working within cloud-based system.
* Ability to travel on an as-needed basis.
* Ability to successfully pass a background check and other pre-employment screening.

**GREAT TO HAVE**

* Prior experience working with the management team of a commercial facilities maintenance company.
* Associate or Bachelor degree in a business-related field.
* Knowledge of U.S Departments of Defense, Homeland Security, and Justice procurement procedures.
* Prior union workplace experience, with a general knowledge of Collective Bargaining Agreements.

In this highly autonomous role, a successful Federal Business Development Representative is self-aware of their knowledge and skills limits and seeks out resources to overcome those gaps. They are expected to lead by example and perform their job in a manner that is consistent with exceptional communication, attention to detail and creating safe, high morale, high productivity workplaces.

If this sounds like a great fit, please apply. We look forward to meeting you!