



**Job Title:** Business Development Lead, Government & Public Services

**Location:** Remote work but preference for applicants who live within 2 hours of the DC area for in person meetings.

**Employment Status:** Must be a U.S. Citizen with ability to obtain or maintain a U.S. Government Secret clearance or higher.

**About Valens Global:**

Valens Global provides analysis, strategies, and innovative solutions that anticipate and address complex and critical threats to people, businesses, and organizations. We believe that twenty-first century challenges require team members who are fiercely independent. We are looking for a team who is in command of granular details, rigorous, and has a bias for action and accountability. A team who is unafraid to challenge received wisdom.

Valens fosters an intellectually vibrant climate. We emphasize teamwork, transparency, meritocracy, accountability, and empowerment at junior levels. We are proud of our track record. Our products exceed our clients' expectations and stand the test of time.

At Valens, you would be part of a smart, talented, confident team of people with diverse backgrounds, experiences, and outlooks. We think Valens is a great place to work, and we think you'll agree.

**Job Description:**

Valens Global is looking for a Business Development Lead for our Government & Public Sector practice. The BD Lead will be responsible for identifying, qualifying, and securing new business opportunities within the government and public sector. A successful candidate will be expected to manage proposal development and submission for GSA Schedule government bids.

The right candidate will be independent enough to work alone, but cognizant of when to ask for further guidance from the Vice President. They will also be trustworthy, hard-working and stable. This person will be mature enough to handle constructive criticism, but confident in their work product. Attention to detail is a key component at this job.

**Key Responsibilities:**

- Prospecting for and analyzing solicitations (*e.g.*, RFP, RFQ, RFI) in conjunction with other customer requirements, and determining appropriate response strategies.
- Managing all aspects of proposal development, including proposal writing, editing, and production efforts from receipt of RFP through delivery.
- Analyze RFPs and develop annotated proposal outlines to ensure compliance and responsiveness to specific requirements.

- Primary interface between Government procurement personnel and outsourced personnel.
- Oversee the development and maintenance of historic proposal information, templates and tools.
- Report efforts to the Vice President and CEO on a weekly basis.
- Manage competing deadlines and shifting priorities.

#### **Minimum Requirements:**

- 3 years of experience working on response development for Federal Government RFQs, RFPs and RFIs.
- Knowledge of federal, state, and local procurement practices.
- Familiarity with the GSA Schedule and its reporting requirements.
- Can estimate time for proposal deliverables and adhere to schedules.
- Excellent communication skills, both written and oral.
- Expert at Word, Excel and PowerPoint.
- Prior military or government experience is a plus.
- Grant writing experience is a plus.

#### **Required Application Materials:**

- Cover letter. Don't just tell us about your resume. In your cover letter, please answer the following question: *Describe an obstacle you have overcome and how it has shaped who you are. In addition, please let us know why you are interested in the position.*
- Resume or CV. Let us know every job you have ever had; feel free to include volunteering opportunities too. Highlight not only your responsibilities, but also obstacles you had to overcome at each position you held.
- [Behavioral Assessment](#): We use this assessment to make sure you are a behavioral match for the job. There is no one profile that is the perfect fit and this is only one part of the application material. The assessment takes only 6 minutes and you will receive a report afterwards with a summary of the findings. Please note that you do not have to send us your report, as we will have access to it automatically. Feedback from the behavioral assessment will be of professional and personal value to the applicant regardless of the outcome.

**Please send all application materials in a single PDF to [careers@valensglobal.com](mailto:careers@valensglobal.com)**

Valens Global LLC is an equal opportunity employer. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other basis prohibited by federal, state, or local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.