

General Manager

Reports to

Chief Executive Officer

Summary/Objective

The general manager will create and build client relationships while sponsoring interaction to obtain projects. This role leads a comprehensive team in developing and completing proposals for specific clients/projects including budget and pricing development, contract negotiations and client presentations. Ensure the proper staff is in place to complete projects on time and within budget. Works closely with Corporate Management to build the business for the benefit of the ownership.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Leads the formulating of comprehensive proposals in conjunction with team members and various functional groups.
2. Leads the estimating team to develop project budgets and price estimate using standard models.
3. Leads other business development associates in developing project plans, defining roles and responsibilities and the scope of work for each project with input from sponsors, project leaders, principal investigators, and functional groups.
4. Draft the narrative that ties the project components together and package and assist in presenting the proposal to the sponsoring agency.
5. Communicate back to internal groups the outcome of the negotiations/proposals focusing on conveying the expectations set forth for each group, i.e., clear details, critical timeframes, and expectations.
6. Collaborate with the operations finance group to evaluate project performance and to recommend/implement refinements and improvements of all components of operations.
7. Collaborate with the operations finance group to develop annual budgets, monthly financial statement, and track/monitor cash flow.
8. Track and report on the status of all proposal components.
9. Establish and maintain on-going client relationships with the various parties to anticipate and resolve potential problems. Participate in site visits.
10. Develop and participate in activities needed to support the management functions of the team.
11. Prepare reports and presentations to ownership ensuring transparency of operations successes and shortfalls.
12. Develop and implement strategic plans and goals for growth.

Competencies

1. Collaboration Skills.
2. Organizational Skills.
3. Communication Proficiency.
4. Technical Writing.
5. Initiative.

Supervisory Responsibility

This position will lead a comprehensive management team, to secure projects and ensure field staff has the means to complete projects on time and within budget.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear.

Position Type/Expected Hours of Work

This is a full-time position. Hours may vary based on business needs.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience

1. Bachelor's degree in business, science or other related discipline required.
2. 5-10 years of experience in federal industry business development and/or research and development arena preferred. Must have experience supporting the development of at least six proposals/business plans to commercial and non-commercial sponsors.
3. Working knowledge of Communications Industry as it pertains to the construction of infrastructure related activities below ground and aerial.

Preferred Requirements

1. MBA

If interested in this position, please submit a resume to Megan Peterson at mpeterson@mc-ec.org.