



JOB DESCRIPTION

Position: Operations & Business Development Manager
Reports To: President & CEO
Department: Anchorage Administration
FLSA Status: Exempt

Supervises

- External operations, with exception of Kodiak
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General Function

Oversees, directs and manages daily business operations for Leisnoi. Operations and management include:

- Project management
- Business Development
- Business Acquisitions (working with CEO)

In addition, the Operations & Business Development Manager supports the President & CEO to develop and enforce corporate policies, long-range strategies, and annual operating and profit plans and budgets. Provides strong leadership and positive motivation.

This individual must be a strategic thinker, with the ability to create and execute strategies that lead to new business. This individual will develop major pursuits, driving teaming arrangements, manage customer relationships and call plans, developing solution concepts, and monitor contracting information and opportunities.

Major Activities (Typical Duties/Responsibilities)

1. Contribute to the development of Leisnoi's strategic goals and objectives.
2. Actively pursues new business contacts and orchestrates lead generation activities.
3. Exposes the customer to the full-range of services and capabilities offered by the Company.

4. Assist with business development including bids and proposals; maintain product and service pricing.
 5. Develops and maintains long-term partnerships with the customer and achieves customer satisfaction through project deliverables.
 6. Develop technical reports and briefings, project deliverables, status reports, and other analysis to make a recommendation or decision.
 7. Develops a full range of products, and/or services and directs and coordinates promotion of products and services performed to develop new markets and obtain competitive position in industry.
 8. Develop and implement comprehensive internal and external marketing plans to increase overall market share and profitability.
 9. Acts as Company steward by analyzing division budget, developing financial forecasts, ensuring operational efficiency, striving for operational excellence, and evaluating budgetary issues in coordination with CEO.
 10. Reviews project proposals and plans to determine timeframe, funding availability, staffing requirements, and procedures to win and accomplish the work.
 11. Plans, directs and manages all aspects of Company operations and processes, performs ongoing business development activities, and provides direction and leadership to contingent labor workforce toward the achievement of strategic Company goals and objectives.
 12. Communicates project safety and quality expectations to all personnel.
 13. Monitor, ensure compliance, filing and reporting with various government agencies such as Small Business Administration, State of Alaska, client agencies, etc.
 14. Prepares business operations reports to the CEO on a regular basis, reports results and trends and plans affecting the Company.
 15. Assist with creation of new subsidiaries and acquire proper certifications and licenses as necessary.
 16. Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
 17. Represent Leisnoi externally, as required and necessary.
 18. Performs other duties as required and assigned by the CEO.
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Qualifications/Skills/Abilities

- Bachelor's or Master's degree from accredited college, preferably in business or other related field or the equivalent in actual experience in a management role in a significant business entity.
- 5-7 years' experience in project management and/or business development.
- Knowledge of Small Business Administration 8(a) program.
- Ability to plan, conceptualize, organize, motivate and direct others in the achievement of the Company's goals and objectives.
- Understanding of the business objectives of the Company along with ability to recognize and develop new business opportunities.

- Demonstrated level of success in providing leadership and entrepreneurial situations.
 - Demonstrated ability to identify and qualify opportunities, develop capture plans and support proposals
 - Excellent organizational skills and the ability to work independently as well as a team member with minimal supervision.
 - Communications skills, both oral and written; ability to understand complex issues and communicate their essence.
 - Ability to work in excess of a 40-hour week, if necessary.
 - Must be able to perform physical work in the field, including extensive walking, climbing, lifting and reaching.
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APPROVAL

Incumbent: _____ **Date:** _____

Supervisor: _____ **Date:** _____