

As one of the largest energy services companies in the U.S., NORESKO utilizes design-build and performance-based contracting vehicles to deliver energy and maintenance savings and significant infrastructure upgrades to existing facilities. NORESKO also provides build, own, operate and maintain (BOOM) services for central heating, cooling and power-generation systems. NORESKO's Sustainability Services group offers a full suite of sustainable design consulting services, including energy auditing, commissioning and retro-commissioning, energy & daylighting analysis, LEED® certification consulting, and sustainability master planning. What makes NORESKO unique is our ability to engineer and implement turnkey energy solutions that meet each customer's individual needs. At NORESKO, we pride ourselves on the excellent relationships we maintain with our customers. We earn their trust and respect through listening and timely response to their needs and concerns. These relationships, along with pursuing and hiring the best people, are truly why NORESKO is a leader in the energy industry. NORESKO is part of UTC Building & Industrial Systems, a unit of United Technologies Corporation. We offer competitive compensation and benefits packages.

The *Capture Manager* has overall accountability for capturing business development efforts initiated under Federal Request for Qualifications/Request for Proposals (RFQs/RFPs). The Capture Manager prepares a Capture Plan for each competitive proposal, directs the *Proposal Manager*, assures proper corporate support, and secures resources needed. Specific duties include:

- Leads the development and review of proposal strategies and win themes
- Assists in analyzing the RFQ/RFP requirements to ensure both compliance and responsiveness to the customer's issues and needs; directs the creation and review of a proposal outline & compliance matrix
- Recommends and secures approval of author and review assignments; directs writing/editing/rewriting efforts, as needed
- Works with Sales and Development team on transitioning from prospecting to proposal strategy; review completed storyboards and proposal sections to ensure requirements are adequately addressed and that customer page limits are not exceeded
- Work in collaboration with the *Proposal Management* group on all proposal development and production activities
- Works with *Program Managers* who are assigned to Federal Agencies to gather the unique customer requirements for their agencies, and the competitive

landscape, and convert them into proposal Win Themes

- Develops a storyboard review plan for the interim review and internal evaluation of the technical, management, and overall proposal approaches
- Assists the Technical Solution Team Leaders (*Project Developer, Senior Project Engineer, and Subject Matter Experts*) in managing and directing all proposal efforts and personnel and ensuring that the technical solution is consistent with Win Themes, is RFP compliant, and is well presented
- Works with the *Proposal Manager* to conduct regular proposal progress status meetings and maintain the proposal schedule
- Leads page turn section reviews and ensures comments are incorporated into the final proposal
- Works with the Section Leaders and authors to ensure inter-volume compatibility and consistency
- Leads continuous improvement efforts in best practices, processes, content, roles/responsibilities in proposal preparation to improve win rate

*Education / Certifications

Bachelor's degree

*Experience / Qualifications

- Minimum 5 years of experience in business development, proposal management, and project management, preferably with energy services solutions or similar technical services field
- Proficient in content management, win theme development, storyboarding, graphics
- Skilled Team Leader in a fast-paced environment with superior capabilities in organization and time management
- Excellent technical writing and editing skills

*EEO/AAP Statement

United Technologies Corporation is An Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status, age or any other federally protected class.

Contact: John McKenzie - jmckenzie@noresco.com