Job Title: Business Development Specialist  
Job Location: Broomfield, Colorado

JOB DESCRIPTION:
Kimetrica (www.kimetrica.com) seeks qualified candidates for the position of Business Development Specialist who will work under the direction of the Head of Business Development on bids and proposals.

RESPONSIBILITIES:

Proposal Coordination
- Coordinate proposal writing processes with technical staff, finance, and human resources
- Ensure that project proposals and presentations are highly professional, closely following scopes of work/terms of reference, evaluation criteria, and are consistent with Kimetrica’s core values and messages

Proposal Content Development
- Write technical and non-technical content, such as executive summaries, technical methodologies, corporate capacity statements, and other content as needed
- Work with subject matter experts to translate technical solutions into clearly articulated, compelling, and compliant proposal documents
- Review and copy edit technical proposal writing

Budget Development
- Draft and review proposal budgets for staffing, LOE estimates, travel, allowances, ODCs, etc.

Strategy
- Contribute to Kimetrica’s business development and broader growth strategies and processes
- Offer the Head of Business Development and Chief Operating Officer recommendations, based on thoughtful analysis of business opportunities, competition, partners, and client analysis, providing decision-support for go/no-go decisions to ensure continued business expansion

Marketing
- Draft and review compelling content about Kimetrica’s core services and past and current projects for capabilities statements, Kimetrica’s website, etc.

Recruitment Support (for proposals)
- Support and coordinate recruiting efforts for bids and proposals
- Draft terms of reference for key and non-key personnel
- Work with candidates to obtain any administrative items needed to meet bid/proposal requirements (e.g., CVs, biodata forms, etc.)

New Business
- Identify new business opportunities that align with Kimetrica’s service areas and geographic interests through research and professional networks
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- Review new business opportunities for methodological, logistical, and financial feasibility
- Inform bid/no bid decisions
- Support internal knowledge management of bid/proposal decisions/status

Quality Assurance

- Oversee the coordination and quality assurance of proposal team contributions to proposals

Represent Kimetrica with potential partners and clients, as well as at public forums

- Attend meetings, conferences, and events on behalf of Kimetrica, positively representing the company

Administration (business development)

- Highly professional and diplomatic communication with clients, partners, consultants, etc.
- Support the development, finalization, and execution of internal administrative items (e.g., letters of intent, letters of commitment, contracts, teaming agreements, internal trackers, databases, etc.)
- Take notes during key phone calls and meetings

Other

- Assist the Head of Business Development and Chief Operating Officer on other business-related tasks, as necessary

Research

- Participate directly in research activities when there is a synergy between skills and needs

QUALIFICATIONS AND SKILLS:

- Bachelor’s degree in a relevant field (e.g., international development, econometrics, business, or related subjects)
- At least five (5) years of progressively-responsible, relevant work experience
- Experience working at an international development consulting firm, INGO, etc.
- Experience designing, managing, and/or conducting applied-research activities (qualitative, quantitative, mixed-methods)
- Experience managing complex teams and assignments
- Highly-skilled in writing, reviewing, and copy-editing technical content
- Highly-skilled in prioritizing, multi-tasking, and thinking proactively
- Thrives in a fast-paced work environment against tight and regular deadlines
- High attention to detail, strategic thinker, and organized
- Strong interpersonal, communication, and networking skills
- Strong familiarity with at least one international donor organization (e.g., USAID, World
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Bank, DFID, WFP, UNICEF, etc.)

- Proven experience in business development with a focus on international development a plus
- Experience in contract management, ideally with the U.S. Government, a plus
- An appetite to learn and keep abreast of changes in the international development industry
- Cross-cultural work experience
- Proficiency with Microsoft, Adobe and GSuite applications
- Ability to use multiple technology platforms

REPORTING:
The Business Development Specialist reports to the Head of Business Development

SALARY RANGE: $60,000-$70,000 Yearly

BENEFITS:
We offer the following benefits:
- Competitive salary package
- Health and Life Insurance
- Generous vacation, holidays and sick leave
- 401K with match

LOCATION: Broomfield, Colorado
80 Garden Center, Broomfield CO 80020

ORGANIZATION DESCRIPTION:
Formed by a group of former humanitarian and development workers in 2006, Kimetrica is a social enterprise focused on providing policy makers and project managers with the tools and skills they need to do their jobs well. Our work centers on providing knowledge management solutions for governments, bilateral, and multilateral donors, and not-for-profit organizations in the areas of performance management and disaster risk reduction. With offices in the United States and East Africa, Kimetrica employs 80 full-time professional staff and an extensive network of sector specialists with expertise ranging from early warning and contingency planning to social protection and research and data analysis.

EQUAL EMPLOYMENT OPPORTUNITY:
We’re proud to be an equal opportunity employer and celebrate our employees’ differences, including race, color, religion, sex, sexual orientation, gender identity, and national origin.