Business Development Analyst

**Position Summary:**

Segue Technologies, A Tetra Tech Company seeks a **Business Development (BD) Analyst** to work under the direction of the Business Development Manager and provide research and analysis support for the growth area of the company, supporting the BD lifecycle from opportunity identification through contract award. This is a full-time position located at Segue’s HQ Arlington, VA. For the near-term, this is a remote position.  After COVID-19 restrictions are lifted telework is available after approval on a part time basis.

Segue Technologies is a wholly owned subsidiary of Tetra Tech, Inc. Segue is based out of Arlington, VA, with a presence in 14 states and DC. We support Federal and DoD organizations to develop and enhance mission-critical business systems. We provide custom software applications, solve data management problems, and support the evolution of the mobile workforce.

At Segue Technologies health and safety play a vital role in our success. Segue’s employees work together to comply with all applicable health & safety practices and protocols, including health orders and regulations related to COVID-19 that are mandated by local, state and federal authorities.

Our compensation package includes: Competitive Annual Salaries, Rewards and Recognition Program, Employee Stock Purchase Plan, Paid Time Off that Increases with Seniority, Paid Holidays, Life and Disability Insurance, 401K Retirement Plan with Employer Contribution, Dental, Vision, and Health Insurance, Flexible Spending Account, Tuition and Training Reimbursement.

**Job Duties and Responsibilities include but are not limited to:**

* Assist with identifying, qualifying and monitoring new business opportunities
* Work with BD team to identify target markets and agencies and develop relationships with key personnel in those agencies
* Work collaboratively with Managers, Directors, and BD personnel across the company to build a pipeline of business opportunities that align with our capabilities and experience
* Research and document relevant market intelligence to increase opportunity knowledge and provide internal reports and updates to aid in pursuit/capture decision making
* Interface directly with industry partners, collect and maintain relevant partner capabilities, contracts, certifications, and general company profiles to aid in teaming decisions
* Collaborate internally with BD team to support marketing activities, to include social media, website content and collateral literature
* Coordinate and participate in trade shows, seminars, industry days and vendor open houses, etc. that support capture objectives
* Work with external partners and customers to support Segue network relationships and gather opportunity intelligence
* Administer and contribute information to corporate CRM tools and document repositories
* Additional tasks as required

**Required Skills:**

* 3+ years of experience in a Business Development and/or Marketing related role
* Experience in a research and analysis role, preferably for Federal/DoD procurement lifecycle
* Understanding of the US Government procurement/acquisition lifecycle
* Excellent customer service, interpersonal, and communication skills
* Strong experience in Microsoft Office Suite, CRM tools, and Government procurement platforms (Fedbizopps, Sam.gov, Govwin, Govtribe, eBuy, etc.)
* Ability to multi-task, organize, and prioritize multiple projects without direct supervision

**Desired Skills:**

* Bachelor’s degree in Business Administration, Marketing, Communications, or similar major
* Experience with Federal procurement/acquisition as a government employee or contractor
* U.S. citizenship with the ability to obtain a Security Clearance