



Federal Business Research Analyst, Senior

Location: Linthicum Heights, MD

Position Type: Contractor, full or part time

TargetGov, a 23 year old nationally recognized strategic business development company specializing in helping companies win government contracts, is growing rapidly and seeks a special individual to provide research analysis services to our company and our clients nationwide. The **FAST™ Process** is the cornerstone of our mission to increase revenue for our clients using proven methods in the three practice areas that produce the greatest results: (1) market research and analysis (2) Federal sales and marketing plan preparation and (3) sales, marketing, and business development training. Duties include researching, developing, writing, revising, and producing proprietary reports. Relational meetings, presentations, and communications with internal and external stakeholders are an essential component of your day to day.

Job Purpose: Accomplishes the company and clients' business development goals by clearly researching and utilizing the **FAST® Process** and **KickStart Program®** reporting processes.

Job Duties:

- Prepare background and discovery support
- Utilize proprietary intellectual property to construct preliminary pipeline reports
- Follow the proprietary **FAST™ Process** and **KickStart Program®** discipline
- Client communications in support of Consultants
- Track deliverables and meet milestones within project management software
- Provide quality assurance on content of documents, communications, processes
- Pipeline research and delivery
- Attend web or in-person federal training and industry events
- All other duties necessary to help the company achieve its growth goals

TargetGov ❖ 780 Elkridge Landing Rd, Ste 204 ❖ Linthicum Heights, MD ❖ 21090 ❖ 866/579-1346 ext. 330 (phone)

careers@targetgov.com ❖ www.targetgov.com

Skills/Knowledge:

- Exceptional Communicator – with impeccable writing, editing, presentation, and conversation skills
- Appreciates multiple points of view – the ability to think from the client perspective, relate to needs and timelines of key stakeholders
- Naturally curious about contracting- including the opportunities and growth in the contracting field
- Operates with urgency and efficiency- in service to key stakeholders and across multiple projects
- Collaborates- proactively contributes ideas, seeks input, shares information, and ensures open pathways to constructive team work
- Respects confidentiality- with utmost care and privacy for internal and external stakeholders
- Excellent project management – prioritizing projects, maintaining organized workflow, meeting commitments and deadlines to others
- Technical ability – mastery of Microsoft Office Suite- especially Excel; preferred familiarity with project management system Basecamp or similar, and ability to rapidly learn and adapt to changing technical tools

Traits: tenacity, teamwork, thoroughness, reliability, resilience, self-starter, critical thinking, high energy

Qualifications: Minimum 3 years of business/research experience. Degree in business or communications preferred.

\$18.00-\$20.00 per hour - commensurate with skills and experience.

Join the exciting, successful TargetGov Team! We're going places.

To apply on-line <https://targetgov.bamboohr.com/jobs/view.php?id=29>

TargetGov at Marketing Outsource Associates, Inc., is an equal opportunity employer and participates in the E-Verify program