**POSITION DESCRIPTION**

**Gemini Industries Inc.** provides technical, management and operations services to support National Security projects. We provide rapid response to the critical needs of our customers and those they serve. We perform analyses and develop operations plans to anticipate and prepare for the future. And we deliver advanced technology to improve our customer’s success in executing its mission.

Gemini seeks innovative, results-oriented individuals with the creativity, initiative, and intelligence to overcome any challenge and succeed. Members of the Gemini team thrive in a culture that is anticipatory, agile, and schedule-driven; with a sense of urgency and a drive to succeed. Our culture involves:

* + The best and brightest personnel
  + Work at a high operations tempo
  + Integrated teams delivering rapid solutions
  + An attitude that balances *I can* ***make*** *it better* with *As long as we succeed*

**Position:** Business Development Associate

**Location:** Burlington, MA; Reston, VA

**Clearance Required:** Ability to obtain/maintain a Secret clearance

**Education/Experience:** Bachelor’s degree in business, marketing communications, or an IT/engineering-related discipline, or equivalent.

**Primary Functions:** Solution-oriented, high energy individual to be a member of a Business Development team that **shapes the future** of the company and **aggressively** pursues new business opportunities in defense, law enforcement, and intelligence agencies of the Federal Government. The ideal candidate enjoys:

* Working in a highly-competitive environment,
* Quickly learning and applying new concepts, ideas and lessons learned; and
* Continually striving for higher quality and greater results.

Compensation is **only** limited by the ability to complete winning proposals and success generating company sales. All members of the Business Development team receive bonuses under the Sales Program based on the award of new contracts to Gemini. Refer to the Sales Program documentation for additional details.

This individual will perform a range of tasks as a member of a Business Development team including customer research, proposal development, and answering queries from government evaluators.

**Specific Responsibilities include but are not limited to:** The individual will support the development and completion of Proposals ensuring that the solution is contained in the proposal documents and oral presentations in a focused and compliant manner.

* Execute tasks in support of proposal development including drafting responses to customer questions, preparing proposal sections and responses to Evaluation Notices; and maintaining accurate files and records on documentation and correspondence.
* Monitor opportunity data bases and announcement web-sites.
* Support the development of marketing and company branding material
* Attend Industry Days and Industry Association meetings as requested

**Qualifications**

We seek:

* + Highly-motivated self-starters
  + Resourceful individuals with extraordinary intellectual capability and the ability to rapidly learn and apply new concepts
  + Individuals who have a *let me try* attitude and are resilient, present an opinion/position, justify it, and then accept whatever decision is made and charge forward
  + Individuals who view criticism as an opportunity to improve (*let me try again*)
  + Individuals who think and create, enhancing the company with a steady flow of fresh ideas, perspective, and energy.

**Minimum Qualifications:**

* Track record of high performance in a competitive industry or setting
* Organizational and communication skills (both written and verbal) required to produce numerous products as part of large, multi-company proposal team efforts
* Expert knowledge of MS Office business applications.

**Preferred Qualifications:**

* 5-10 years direct proposal development experience in a fast-paced, deadline-driven, high-volume proposal environment for a federal support services contracting firm is desired.
* Completion of 3-5 industry recognized proposal training courses.
* Experience in both task order proposal and large, multi faceted proposals that include: technical/management volumes and past performance volumes.

**Travel:** Travel is required as necessary.

**Direct inquiries and submit resumes to:**

Evelyn Ashey

Sr. Corporate Recruiter

Gemini Industries Inc.  
200 Wheeler Road, North Tower  
Burlington, MA. 01803  
TEL: (781) 203-0100  
FAX: (781) 203-0098  
[recruitng@gemini-ind.com](mailto:recruitng@gemini-ind.com)

**Gemini Industries Inc. is proud to be an Equal Opportunity / Affirmative Action Employer.  We are committed to abiding by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability and any other basis protected by applicable law.**