

JOB TITLE	Business Manager	LOCATION	Anchorage
TYPE OF POSITION	FT, Regular	SCHEDULE	M-F
FLSA STATUS	Exempt	REPORTS TO	CEO
SUPERVISES		DATE POSTED	12/19/23

POSITION SUMMARY:

Our firm is seeking a Business Manager to support acquisition and government contracting growth and planning. This position requires an experienced professional who brings strong organizational and strategic experience and forecasting, and a track record of success in contract acquisition.

ESSENTIAL FUNCTIONS:

- Provides contract administration for the company and clients.
- Supports the development of new business based on our strategic goals and objectives.
- Manages all aspect of proposal development.
- Supports, develops, and refines strong administrative and financial processes.
- In conjunction with the CEO and CFO, maintains and revises policies and procedures for the operation of the company and our contracts.
- Creates and maintains an evergreen pipeline of private, 8(a) and WOSB awards.
- Monitors and creates, when needed, change orders and contract modifications.
- Prepares program applications and required supporting documenting for WOSB, 8(a) Mentor-Protégé, and Joint Ventures.
- Interfaces with accounting to ensure accurate preparation of government reporting. Ensures (assists?) timely submission. Monitors and maintains SBA and other regulatory compliance.

REQUIRED QUALIFICATIONS:

- BA or minimum of eight (8) years experience in business management, business development, or contract administration.
- Previous experience with the SBA 8(a) program or government contracting.
- Ability to pass required background checks for the SBA 8(a) program and federal contracts as necessary.

REQUIRED SKILLS:

- Ability to plan, set priorities, and organize several work assignments with limited supervision, while meeting deadlines.
- Effective communication with a diverse group of staff, clients, and members of the community.
- Practice and promote effective collaboration to accomplish the goals of the company.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities. Standard work week is 37 hours, with 3 hours of paid leave provided each Friday.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodations, according to

applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions and any other job-related duties requested by any person authorized to give instructions or assignments.

We offer generous paid holidays, paid time off, onsite parking, medical/dental/vision and matching 401k. Full time employees are paid 40 hours for a 37 hour work week.

JWIG is an SBA 8(a) and Women Owned Certified Small Business.