



Job Description

Job title	<i>Principal Consultant/Sr. Principal Consultant--DoD</i>
Reports to	<i>Managing Partners</i>

Job purpose

This position is integral to delivering the core services of BBCetc: training and one on one assistance for technology companies seeking SBIR/STTR R&D funding through the federal government. This position required previous experience with Department of Defense (DoD) and other Contracting Agencies (NASA, DHS)

Job requirements

- In-depth knowledge of multiple agencies' SBIR and STTR programs, review criteria and proposal requirements for granting and contracting agencies
- Individual Company Assessments
 - Conduct Assessment calls with potential client companies to validate their "fit" with the SBIR/STTR program requirements; discuss how BBC works with the company in the process of proposal preparation; answer initial questions; and arrange to send a contract for services if the client is appropriate and interested. Summarize results of the discussion in BBC's contact management system.
- Company Assessments completed for other sponsoring organizations
 - In addition to the tasks described in Individual company Assessments, include additional screening or eligibility criteria required by the sponsoring organization and prepare report to be provided to the organization and stored in BBC's contact management system.
- Develop and deliver/teach SBIR/STTR-specific training via live, on-site sessions and live or recorded webinars to potential applicants and sponsoring organizations including:
 - General ("101") introductory program training
 - Agency-specific in depth proposal preparation
 - Commercialization planning for SBIR/STTR

- “Train the trainer”
- Others as needed
- Review applicant SBIR/STTR proposals for compliance, agency fit, solid logic, clarity in accordance with BBC-developed outlines and templates
 - Provide constructive, iterative feedback to improve a company’s proposal
 - Able to offer difficult criticism when needed, in writing and verbally
- Administrative activities for own position including travel arrangements; expense reports; staff meeting; time tracking; etc.
- Other projects as requested.

Qualifications

Qualifications include:

- Background and familiarity with DoD SBIR/STTR processes and working through the DoD acquisition process.
- Experience working with contracting government agencies (DoD, NASA, DHS) in some capacity
- A demonstrated ability to evaluate technical proposals from the perspective of a “knowledgeable layperson”; technical background or degree is desirable.
- Familiarity with SBIR/STTR programs
- Engaging presentation style
- Basic knowledge of PowerPoint
- Coaching skills – Teach/train; good communications skills; able to communicate with all personalities and ethnicities; direct but tactful
- Background in/knowledge of commercialization plans including basics of strategic planning, business plans, marketing plans, market research
 - Ability to assess strengths and weaknesses of these plans
- Strong written and verbal communication skills
- Willingness to work with proposal deadlines and regularly changing programs
- Willingness to travel within the U.S.

Physical requirements

The individual must be able to

- accommodate air and auto travel
- present for up to 7 hours in front of an audience
- use computer, keyboard and standard office equipment

Direct reports

None.