Full job description

Company: On The Record e-Discovery Services
Location: Hybrid, based in Miami Florida or DMV area (U.S.-based)
Job Type: Contract to permanent

Visa status : U.S Citizens or G.C Holders only

About Us

On the Record e-Discovery Services is a growing Litigation Support and e-Discovery Services provider supporting clients across U.S Federal, State, Local government agencies, and the private sector. We specialize in delivering secure, Litigation Support Solutions, Computer Forensics, e-Discovery Services and web-based document review services.

Job Summary

OTReDS is seeking an experienced **Business Development Manager** to help grow our portfolio by securing **new contracts and clients** from the **public and private sectors**. This role is ideal for an initiative-taking professional with a strong network in **government contracting** or **enterprise services**.

Key Responsibilities

- Identify and pursue new business opportunities with:
- Federal, state, and local government agencies
- Commercial/enterprise clients
- Build and maintain relationships with procurement officers, partners, and agency contacts.
- Develop teaming opportunities, shape RFP/RFQ responses, and assist with proposal positioning.
- Collaborate with company leadership to align pursuits with service offerings.
- Maintain and report on business development pipeline.

Requirements

- **Minimum 5 years of experience** in business development, capture, or sales in government or IT services.
- Demonstrated success in **winning new contracts** (not just recompetes).

- Strong knowledge of government procurement, contracting vehicles, and teaming strategies.
- Established network in one or more markets: Federal, State/Local, or Commercial.
- Excellent communication and relationship management skills.
- Self-driven, with the ability to work independently and deliver results.

How to Apply

Submit your resume and a brief summary of your prior business development experience to **pm@e-discoveryservices.net** . Please include examples of contracts won or clients acquired, and highlight your target markets (e.g., DoD, state government, commercial).

We are an equal opportunity employer. Veterans and candidates with prior federal contracting experience are encouraged to apply.

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