



Position Description

Title: Proposal Manager

Purpose: Manages the proposal review and generation process for Federal, State, Municipal, and private sector opportunities. Works with company-wide interdisciplinary teams to develop and maintain content and format. Develops template documents and stores key data when possible to gain efficiencies. Manages electronic and paper filing systems. Acts as the subject-matter expert on the storage of proposal-/contract-related documents and data. Assists with Federal contract tracking and reporting.

Organizational Relationships: Reports to the Human Resources Manager. Works closely and collaboratively with functional leaders at all levels to achieve position objectives.

Location: United States

Status: Full-time, Exempt

Responsibilities:

- Working with program managers, creates, edits, and/or coordinates proposal documents through all phases to the final presentation/submittal format. Documents may include:
 - SF330 qualifications (Federal/State of Ohio)
 - Pre-qualifications
 - Statements of Qualifications
 - Bid documents
 - Project Proposals
- Coordinates the production of technically complex proposals.
- Ensures proposal compliance with solicitation / RFP requirements.
- Ensures proposals are submitted on time and that technical scope, staff qualifications and experience, biographical data, government forms, contract terms and conditions, pricing, etc. are presented within corporate standards.
- Coordinates, organizes and maintains project descriptions and staff resumes.
- Continuously captures data from all sources for use in future proposals, etc. in order to speed the creation, review and submission processes.
- Uses graphic design and layout to make documents attractive, easy to understand and persuasive.
- Maintains a record of all submittals based on key identifiers, such as account number, date, author, etc.
- Creates proposal templates and uses them in whole or in part to speed the proposal process.

- Monitors solicitations for services from key information sources, such as GSA, FBO, FedBid, FedConnect, etc.
- Creates effective and attractive PowerPoint presentations as needed.
- Creates/prints marketing materials as needed to complete the proposal package.

Skills Needed:

- Very detail-oriented
- Ability to manage multiple proposal projects simultaneously
- Demonstrated excellent written and verbal communication skills, including grammar, punctuation, ability to create clear and concise written content, and proofreading
- Demonstrated ability to coordinate and manage diverse internal and external teams effectively in order to reach quality and timing objectives
- Demonstrated ability to lead proposal meetings effectively, establishing action steps, assignments and deadlines
- Demonstrated ability to work constructively in diverse teams, including engineers, technicians and non-technical personnel
- Proficient with computers and software, such as MS Word/Excel/PowerPoint, Adobe, Acrobat/InDesign/Photoshop, graphics
- Self-starter, able to work independently
- Flexibility to work outside normal business hours as required.

Education and Experience Requirements:

- Bachelor's degree in Marketing, Communications, Technical Writing, English, or related field
- 5+ years of related experience in the position's tasks and demonstrated proficiency in the required skills
- Experience writing Federal and State proposals is highly desirable.

Other

- If remote, must guarantee a computer access configuration that meets the needs of the company hardware and software.
- May need to travel occasionally to the Toledo or Plymouth offices
- Home office must be largely free of non-business interruptions.