

Proposal Analysis: Proposal Analyst I

Responsible for working directly with Business Development Managers, Contracts, Engineering and Finance by supporting the development, writing, and editing of proposals.

Develops, plans and schedules proposals. Compiles cost, schedule, and technical elements in the development of proposals in accordance with request for proposal (RFP) specifications. Under direction of the program leads and management must be able to create or edit new portions of content for specific RFP's. Coordinates the collection and accumulation of cost, scheduling, and performance elements from functional departments. Researches and analyzes historical data, develops cost models to support proposal efforts. Coordinates activities and participates in fact-finding meetings. Participates in should-cost and pricing reviews with management and customer representatives. Participates as a member of the contract negotiating team. May require working with multiple business areas and all areas of the organization to create compelling proposals that effectively present solutions to meet the needs of our clients and prospects.

Knowledgeable of proposal development process for winning federal and foreign government proposals. Maintains technical/grammatical accuracy of baseline content and outlines RFP's including creating compliance matrices. Writes, edits, formats and coordinates the preparation of materials needed for each proposal. Handles all administrative functions including final proposal production, reprographics, binding and finishing of document(s). Coordinates final book check process and ensures proposals are delivered within designated timeline.

Knowledge

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific, detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor, and other personnel in the section or group.

Minimum Education and Experience

0+ years directly-related experience w/Bachelor's Degree in Communications or Business-related field. Basic MS Word, PowerPoint and Excel skills.