

Proposal Analysis: Sr. Proposal Analyst

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

Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.

Problem Solving

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

Minimum Education and Experience

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