

# Proposal Analysis: Proposal Manager

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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**

Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.

## **Problem Solving**

Develops solutions to problems of unusual complexity that require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique, and solutions may serve as precedent for future decisions.

## **Discretion/Latitude**

Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.

## **Impact**

Decisions affect the financial, employee, or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

## **Liaison**

Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.

## **Minimum Education and Experience**

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