

# Proposal Management: Associate Manager, Proposal

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Manage all proposal activities during proposal planning, preparation and post-submittal phases, including coordination with other sites' Primes and Subcontractors. Completes bid fact sheet. Develops schedules for meeting customer proposal/ROM requirements, provides update, monitors and reports status. Ensures proposal compliance with solicitation requirements. Serves as a central contact point on assigned proposals, and leads multi-discipline or cross-functional team(s). Provides proposal team leadership to include coaching new and existing proposal team members, facilitates strategy and theme sessions, conducts daily status reviews when required, manages and drives volume leads and authors throughout the proposal preparation process. Guides and implements proposal development strategy. Responsible for working directly with Business Development Managers, Contracts, Engineering and Finance by supporting the development, writing, and editing of proposals. May be responsible for implementation of the capture/win strategy. Ensures that the proposal process is run through Gate/Milestone reviews, and that proper pre-planning sessions are scheduled and implemented. Captains, briefs or participates in Color Reviews.

Plans, manages, coordinates, and supervises the preparation and submittal of proposals for new business opportunities in response to customer solicitations, according to established deadlines, guidelines, and standards. Reviews/rewrites, edits proposal inputs and coordinates with technical personnel to ensure accuracy. 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.

## **Management Role**

Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

## **Policy and Strategy**

Administers and executes policies, processes, and procedures that affect subordinate employees and the workflow of the work area.

## **Freedom to Act**

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

## **Impact**

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules, and require the allocation of more people and financial resources.

## **Liaison**

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

**Minimum Education and Experience**

Bachelor's Degree in Business or related field and 7+ years professional experience, which may include 3+ years previous lead or supervisory responsibilities. Advanced MS Word, PowerPoint, and Excel skills.