



## **POSITION DESCRIPTION: Proposal Technical Writer**

### **Description:**

Little Proposal Shop, based in Leesburg VA is seeking Proposal Technical Writers to assist in writing quality content for our clients. This is a 1099, Freelance, or Corporate to Corporate (C2C) job opportunity. Please visit our website to learn more about Little Proposal Shop – [www.littleproposalshop.com](http://www.littleproposalshop.com).

The Technical Writer is responsible for developing high quality proposal content for technical (data center consolidation, application development and mobile computing, cyber security, cloud computing, business process management, and enterprise infrastructure management), management and past performance response sections. The successful candidate must clearly convey information in accordance with agreed-upon annotated mock ups that results in compliant, persuasive and compelling proposals. As a key member of the proposal team, the Proposal Technical Writer must be able to effectively communicate and collaborate with personnel (through interviews and discussion) at all levels of the organization.

### **Job Functions:**

- Able to understand complex IT solutions to the extent necessary to interview/write or collaborate to develop the written response.
- Assists SMEs by suggesting and/or developing graphics (charts, process flows, screenshots, etc.) that convey the theme or solution being proposed
- Writes original text for corporate experience, past performances, standard business practices (project management/staffing/quality/transition plans), and resumes.
- Interviews proposed personnel, project managers, and other corporate staff to elicit the data required to generate non-technical content.
- Finds, analyzes, and synthesizes written content from proposal libraries; revises and re-purposes it for new efforts, ensuring the content is tailored to meet the solicitation requirements.
- Follows established proposal development policies and procedures.
- Manages repository and other proposal libraries as required in the SharePoint library.
- Participates in technical solutioning/theming sessions and proposal color reviews, as necessary.
- Performs technical rewrite/edits on proposals, as necessary
- Participate in proposal strategy sessions, readiness reviews, kickoff meetings, and daily stand-ups
- Clearly communicates all assignments, conducts appropriate follow ups
- Supports Business Development (BD) team members and BD leaders throughout firm with specific data requests
- Assists with market research to support strategic planning and capture activities in the Federal IT market.

- Monitors public databases, Government Agency websites, and Government Agency procurement forecasts
- Perform other duties or special projects as required or as assigned by Director of Proposal Management and/or Sr. Vice President of Business Development

**Qualifications:**

- Minimum of 3-5 years of relevant experience writing proposal responses and related technical documentation for the Federal Government.
- Proficient in the use of Microsoft Office 2007/2010 products, primarily in Word and Excel
- Excellent written and verbal skills in conveying complex technical information clearly and persuasively to readers who have varying levels of technical subject matter expertise.
- Excellent organizational and analytical skills with emphasis on attention to detail.
- Ability to meet tight deadlines with professional, quality deliverables.
- Team player with strong interpersonal skills who can work collaboratively with a multi-disciplinary team and use tact and diplomacy to guide the SMEs and other proposal contributors.
- Ability to multi-task, prioritize, manage complex workload, and handle pressure.
- Ability to work independently with minimal supervision and work flexible hours to achieve the requirements of the position
- Experience with non profit and grant proposals a plus.

**Minimum Education Required:**

- Bachelor's Degree (or equivalent) preferred in English, Journalism, Communications, or relevant field.

**Certifications and/or Clearances Required:**

- APMP is desired but not required

Little Proposal Shop is an Equal Employment Opportunity employer. Little Proposal Shop prohibits discrimination against employees and qualified applicants for employment on the basis of race, color, religion, sex (including pregnancy), age, disability, marital status, national origin, veteran status, or any other classification protected by applicable discrimination laws.