



POSITION DESCRIPTION: Senior Proposal Manager

Description:

Little Proposal Shop, based in Leesburg VA is seeking Senior Proposal Managers to lead proposals 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.

Job Functions:

- Analyze the RFP and make associated proposal process and content judgments
- Provide guidance to capture manager/sales lead and assigned LOB and proposal center staff
- Define style conventions based on proposal center standards and the RFP
- Establish and maintain proposal schedule, compliant outline, and compliance matrix (as necessary)
- Create, as needed, requirements and compliance matrices of RFP requirements (assigned production coordinator may assist in this process)
- Approves template, cover, spine, tab, and label content (text and artwork)
- Gathers and submits RFP questions
- Plans and leads kick-off, status meetings, and all color reviews
- Ensure proposal compliance with RFP requirements
- Initiates and ensures RFP and appropriate proposal sections are reviewed by legal, contracts, and insurance groups (working with capture manager/sales lead)
- Ensures completion of required forms by the appropriate personnel
- Prepares review packages and provides necessary guidance
- Establishes and maintains the on-line workspace
- Coordinates with and supports graphics and production efforts
- Reviews all sections
- Signs off on all final sections for print
- Ensures on time production and communicates delivery plan
- Leads book check review
- May manage multiple proposals in the same timeframe
- Creates a positive work environment, demonstrates a professional attitude, and meets established goals and responsibilities while working in cooperation with colleagues
- Other duties as assigned

Qualifications:

Must be able to manage entire proposal process for complex proposals from solution meeting to proposal delivery. Must ensure 100% compliance with proposal requirements; 100% of proposals must be submitted by client-provided deadline. Establish and maintain a compliant

outline, a proposal schedule, a compliance matrix (as necessary), style convention guidelines, and be adept at overall RFP analysis. Ability to manage more than one proposal at a time is a must. Willingness to work extended hours and assist other proposal team staff in meeting deadlines. Proofreading skills, keen attention to detail, and ability to handle stressful situations. Must be very dependable and possess exceptional customer service skills.

- 5 years of experience with state, local, and federal government bids, experience with grants and non profit proposals is a plus.
- Must have experience as a proposal manager in a proposal management organization for at least 5 years
- Expert in Microsoft Word
- Competent in Microsoft Office Suite, SharePoint, and Adobe Acrobat Pro
- Thorough and detail oriented, organized, with excellent time management skills
- Ability to take ownership of the entire proposal and ensure a compelling and consistent message
- Strong project management skills
- Strong proposal design skills to communicate information with impact
- Ability to juggle simultaneous bids at various stages and with various complexities
- Ability to manage subcontractors/teaming partners, sales, consultants, subject matter experts
- Ability to understand customer RFP requirements and ensure they are addressed in proposal
- Command presence to ensure proposal teams remain calm and focused during stressful time constraints

Minimum Education Required:

- Bachelor's Degree desired but not required

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.