



Labor Category: **Proposal Manager**

Primary Location: IFAS HQ, Woodbridge, VA

### **Essential Job Functions**

- Subject matter expert in writing standardized response sections for Federal proposals from cradle-to-grave
- Subject matter expert in managing the entire proposal process
- Design and implement effective proposal response processes Develop the proposal and response schedule and manage the team through the process
- Assist in development of presentations and other marketing literature
- Assist in developing key executive relationships with new and existing customers, work internal operations and other business units to maximize customer satisfaction and repeat business while maximizing revenue
- Ability to communicate key information effectively to all levels of management Work collaboratively, preparing MOBIS and FABS proposals
- Monitor and identify potential opportunities on Federal Procurement websites
- Create standardized qualification materials for both the technical and past performance sections of Federal proposals

### **Skills**

- Secret clearance a plus
- Must have clear understanding of Federal Acquisition Regulation (FAR)
- Solid oral and written communication skills
- Must have the ability to organize multiple organizations, technical writers, and other participants and lead the proposal management team
- Must be able to work independently
- Must be detail-oriented
- Organizational skills are key aspects of the job
- Ability to understand and communicate how services can help meet the client's strategic goals and mission requirements
- Must be creative and innovative, in order to figure out/work-around solutions when standard processes are not efficient or client demands/requirements need special emphasis and attention
- At times, may need to mentor a client through a project or a contract activity

### **Qualifications:**

- Bachelor's degree in related field (ie marketing, communications, public policy, etc)
- Extensive (7+ years) of relevant federal procurement/proposal experience including some DoD experience
- Shipley's Methodology is a plus
- Experience with working with operational management and business development is required
- Successful track record of assisting in capturing, writing winning proposals for new business is required

- Solid knowledge of multiple software applications to assist in developing proposal templates, collaboration tools, and utilize technology to effectively communicate proposal activities and marketing efforts
- Strong customer Service and relationship management experience