

Proposal Manager

Location Chesapeake, Virginia

Status Full Time

Date Posted 10/19/2009

Job Summary:

The Proposal Manager is responsible for the overall management of specific proposal volumes or total proposal efforts for assigned new business opportunity(ies) and/or competitive renewal(s) of current contract(s). Provides management coordination with corporate staff departments, appropriate operations (project) management and the assigned business area. Acts as Capture Manager when assigned. Manages activities of technical specialists, writers, production personnel and others assigned to the proposal team.

Duties and Responsibilities:

- Accountable to the Director of Business Development for all management, technical, and solicitation compliance efforts on major proposals.
- Identifies resources for proposal preparation and reviews.
- Manages and directs personnel assigned to the proposal team to assure that all management, technical, contractual and costing inputs meet both customer and HCI requirements.
- Analyzes scope and objectives of RFP. Plans organized competitive approach in responses to customer's requirements and corporate interests.
- Participates/Leads the Capture Team to develop the overall proposal strategy, themes, discriminators and operations concept to be used in the proposal.
- Identifies and prepares special proposal requirements affecting legal, purchasing, contracts, human resources and accounting. Briefs department managers on program highlights. Ensures inputs are correct and include comments from all relevant corporate departments.
- Determines specific approach to assure a responsive and competitive proposal in terms of overall concept. Establishes initial program management, organization, manning and costing procedures.
- Prepares operations concept and proposal plan, including proposal strategy, discriminators and themes, proposal detailed outline, storyboards/mock-ups, compliance with RFP, management and technical volumes, proposal responsibilities, flow diagrams, schedule, and checklist. Estimates and manages proposal budget and obtains approval for dollar expenditure and changes to budget.
- Establishes requirements and formats for proposal inputs, outputs and reviews.
- Conducts a short training program as part of the proposal kickoff detailing the proposal process strategy, discriminators, themes, and charts, as well as the main features, benefits, and proof to be employed throughout the proposal.
- Identifies and recommends the use of Proposal Consultants/Technical Specialists and manages their participation in the proposal effort.
- Provides input to review teams and ensures incorporation of approved Red and Gold Team comments/recommendations.
- Responsible for Technical bid review and final presentation to the President and Senior Staff; must justify technical and cost validity at Corporate review.
- Supports technical presentations to the customer. Crosswalks technical to cost volumes.
- Maintains currency and fluency in state-of-the-art techniques and practices.
- Prepares technical write-ups and briefs for presentation to potential customers.
- Responsible for overall quality and compliance of the final proposal.
- Responsible for meeting all proposal submission deadlines.
- Responsible for developing, refining, staffing, gaining timely approval of, and regular updates of all proposal development procedures and work instructions.
- Supervises Proposal Coordinator when resource allocated.
- Other duties as assigned.

Responsible for directing the following personnel, if applicable to a proposal:

- Proposal Coordinator
- Subject Matter Experts (SME)
- Production Personnel

Preferred Knowledge/Skills/Abilities:

- Requires ability to evaluate requirements for staffing, equipment, and coordinate the various inputs that make up a proposal. Work requires a high level of credibility and is complex and demanding; errors could result in loss of profit.

- To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities listed above in a satisfactory manner. An individual must be proficient in the use of Microsoft Office programs, including Word, Excel, Outlook and Power Point. It is preferred that this person have a good working knowledge of military operations and military service contracts. The requirements identified below are representative of the knowledge, skills and/or abilities required to satisfactorily meet the expectations of this job. A reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential duties and responsibilities.
- Six years of progressively responsible management experience to include three years in proposal management, development and writing.
- Must possess a comprehensive knowledge of techniques and practices of government or commercial proposal development and regulations concerning bidding, pricing and procurement.
- Special Requirements: Knowledge of Government Contracting a strong plus. As a contractor to the United States Department of Defense, this position requires U.S. citizenship.

LANGUAGE SKILLS:

Ability to read, comprehend and explain instructions, letters, memos, emails and correspondence from inside the organization as well as from external sources. Ability to effectively respond, communicate and present information to customers, internal and external, clients and other employees in the organization.

REASONING ABILITY:

Ability to organize work, define and solve problems, establish and manage priorities, collect data, establish facts and draw valid conclusions based on facts. The incumbent must be able to analyze a situation analytically, evaluate the facts/data and formulate a plan of action. Ability to interpret written instructions and decipher information and explain to others in the performance of this job.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license for the location of the project is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties and responsibilities of this job, the employee is regularly required to sit, talk and/or hear. The employee frequently is required to reach with hands and arms and bend. The employee must occasionally lift and/or move up to 25 pounds without assistance. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics of this job are consistent with those an employee encounters while performing the essential duties and responsibilities of this job. A reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Additional Position Information:

A Bachelor's Degree in a business or management curriculum or a related field with a minimum of six (6) years of experience in military service contract work, including two (2) years of supervisory or management responsibility; or

An Associate's Degree in a business or management curriculum or a related field with a minimum of seven (7) years of experience in military service contract work, including two (2) years of supervisory or management responsibility;

This position will work primarily from the Chesapeake Headquarters office, but some teleworking may be acceptable in accordance with the corporate teleworking policy.