

Helping Organizations Drive Value through
People, Performance and Products.



Director of Proposal Management

- Bethesda, MD
- Full-time/Remote

Job Description:

The Director of Proposal Management is responsible for leading, planning, scheduling, and overseeing the timely development and delivery of high-quality responses to federal business opportunities, from pre-RFP to post-submission activities, in a fast-paced environment. Additionally, the Senior Proposal Manager serves as a corporate subject matter expert on the Shipley proposal process. The ideal candidate is a thought leader, able to see the big picture without overlooking the details, fosters a positive and responsive team environment, and can quickly adjust to dynamic proposal development schedules and requirements.

Job Responsibilities:

- Manage the successful development of compliant, competitive, cogent, and compelling proposals through effective collaboration across teams that include internal staff, corporate partners, consultants, and supporting vendors.
- Apply experience and best practices in proposal team management to ensure the timely delivery of proposal submissions that are fully compliant with solicitation instructions.
- Support the VP of Proposal Operations in the development and delivery of training materials for Business Development and other staff to continuously improve our corporate proposal operations.
- Lead and analyze RFI, RFQ, RFPs and other bid documents for requirements.
- Develop the proposal schedule, outline, compliance matrix, and Proposal Development Plan.
- Establish and maintain the SharePoint collaboration site for each proposal.
- Work with the proposal team and Capture Manager to determine author assignments and integrate win strategy, themes, and discriminators into proposal.
- Provide insight, leadership, and work guidance to authors on all proposal content.
- Take ownership of the quality of the proposal for color reviews and final delivery by performing rigorous quality assurance checks on draft and final documents.
- Prepare and lead efficient Proposal Kickoff meetings and daily status calls, ensuring activities adhere to the Proposal Development Plan.

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- Conduct activities required to successfully perform color reviews and debrief to authors.
- Manage the development of oral presentations, discussions, and proposal revisions.
- Ensure the high-quality content and appearance of final proposal deliverables.
- Conduct and document proposal lessons learned and implement actions to improve process efficiency.
- Coordinate and support the production, reproduction, binding, and packaging in finalizing the proposal submission and response processes.

Minimum Qualifications:

- Bachelor's degree in business or communications field, or equivalent professional experience.
- Understanding of managing and writing proposals using the Shipley processes and standards.
- Minimum 6 years proven successful experience managing proposal teams and leading them efficiently in a dynamic, fast-paced environment on moderate- to high-complexity federal opportunities.
- Ability to use standard English writing styles to write proposal sections; this includes information research and synthesis from multiple sources (subject matter experts, previous proposals) into a cohesive, easy-to-read, and persuasive final product.
- High proficiency in the MS Office Suite (Outlook, Word, Excel, PowerPoint, Project), Adobe Acrobat, and SharePoint.

Additional Qualifications:

- Ability to work on multiple concurrent projects.
- Ability to adapt to various people and working styles under tight deadlines.
- Ability to work beyond regular schedule hours.
- Possess excellent leadership, communication, prioritization, and organizational skills.
- Editing skills; excellent knowledge of grammar and punctuation.
- Experience interviewing subject matter experts to support the proposal writing process.

Desired Skills:

- A proven track record of managing and winning proposals within the federal market for a minimum of five years.

Clearance:

- Ability to acquire Secret/Top Secret clearance.

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