

INDUS Job Requisition

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| Job Requisition Number: 20180122A | |
| Job Title: Proposal Manager/Coordinator | Salary Range: Negotiable |
| Work Location: San Diego, CA | Relocation Assistance: None |
| Employment Type: Full-Time | Security Clearance: SECRET |
| Posted Date: 22 January 2018 | Closing Date: When Filled |
| Mandatory Skill Requirements (must have): <ul style="list-style-type: none"> ○ Minimum 5 years of experience in Government Proposal writing environment. ○ Must be knowledgeable of DoD Government contracting and proposal development and be able to work independently. ○ Have knowledge and understanding of the Federal Procurement Regulations and Practices (including FAR and DFAR) associated with providing Government Services. ○ Must possess strong technical writing and editing skills. ○ Must have good command of the English language, particularly spelling, good oral and written communication skills. ○ Must have good attention to detail, provide initiative, follow-up and problem solving ability, concentration and organizational skills are a must and ability to work independently and in a collaborative environment. | |
| Desired Skill Requirements: <ul style="list-style-type: none"> ○ Should be able to work extended hours and weekends when necessary. ○ Ability to adjust to shifting priorities, meet critical deadlines and ensure products are delivered accurate and on time. ○ Must be proficient in the use of MS Word, MS Excel and MS PowerPoint and have strong knowledge of how to develop, format, create styles and table of contents, insert of objects and graphics and make necessary formatting adjustments. ○ Ability to communicate effectively with all levels of staff. ○ Must be able to obtain and maintain a secret clearance. The security clearance requires U.S .citizenship. | |
| Job Duties: <p><u>The Proposal Manager duties:</u> (1) Manage proposal responses to RFPs, and responses to RFI and Sources Sought requests to include contribution to writing technical proposals and other technical documents. (2) Proof and edit proposal documents as required for compliance. (3) Assist INDUS Capture Managers in proposal development activities. (4) Develop initial proposal outline to ensure all requirements of the RFP are addressed. (5) Meet with Subject Meeting Experts when required to capture and incorporate the information necessary to meet RFP requirements in appropriate proposal language. (6) Support the Director of Business Development (BD), BD Department and INDUS Capture Managers with BD activities. (7) Assist in development of a Win Strategies, which considers both Technical and Cost approaches; participate in proposal pricing strategy sessions to translate the Cost Target into detailed cost guidance and targets by labor categories to support the Win Strategy. (8) Conduct Bid Reviews with Senior Management, BD personnel, and Contracts to recommend promotion to higher-level gates. (9) Prepare for and Lead Team Color Reviews.</p> <p><u>Proposal Coordinator Duties:</u> (1) Assist in preparing opportunity assessments, organize and conduct an Opportunity Reviews with Senior Management, BD personnel, and Contracts to recommend promotion/pursuit. (2) Provide assistance in research of necessary capabilities, procurement history and incumbent and competitor analysis for the INDUS Pipeline and assist in determining strengths and weaknesses; help to determine our technical discriminators and assist in ensuring any weaknesses are addressed. (3) Manage and Coordinate proposal and other activities with the INDUS Proposal Administrator. (4) Conduct and Lead the Proposal Kick-off Meeting with INDUS writers and teaming partners; determine writing assignments. (5) Oversee the preparation of the final proposal documentation with Proposal Administrator. (6) Work with Contracts Department to confirm all Non-Disclosure Agreements and Teaming Agreements are signed are in place and approved teaming partners are in place. (7) Ensure full compliance for final submission/upload and delivery of all Proposal documents.</p> | |
| Education/Equivalent: Possess a Bachelor's degree, preferably with an emphasis in English, Writing, Communications, Business and/or Engineering. | |
| Travel Required: May have occasional need. | |
| Comments: Apply for position online at https://industechnology.applicantpro.com/jobs/711654.html . | |