

## **PROPOSAL WRITER/BUSINESS DEVELOPMENT**

John Gallup & Associates (JG&A), a small architecture/engineering federal contractor in Marietta, GA, is seeking a professional to support business development in the following areas:

- 1) identify business opportunities;
- 2) coordinate/write proposals;
- 3) implement teaming and subcontractor agreements;
- 4) manage proposal results;
- 5) perform other marketing tasks

### **Responsibilities will include:**

- Proposal development – research, writing, editing, formatting and quality check of graphics and text
- Communicate with teaming partners (existing and potential), outlining requirements, and organizing and distributing information
- Manage proposal deadlines, allotting sufficient time for editing – ensure assignments are completed and submitted on time
- Design marketing materials
- Assist with special projects as assigned

### **Candidate must have:**

- a Bachelor's degree with minimum of two years related experience
- working knowledge of federal procurement **SF330 development, Sources Sought, and SF330 Supplemental Requests for Qualifications (RFQs)**
- proficiency in Microsoft Office applications
- demonstrated ability to organize and manage multiple priorities
- ability to meet schedules, organize complex material, determine appropriate level of effort, understand technical/professional service-related material and work with minimal supervision
- ability to coordinate with multiple parties internally/externally and produce/package submittals
- superior attention to detail and handle multiple deadlines
- excellent written and verbal communication skills in a dynamic environment
- ability to work independently as well as in a team environment

Position is flexible (**part-time or Independent Contractor**) and will include both **independent work from home and in-office**. This position may evolve into a full-time opportunity. Qualified individuals may send resume to Lisa D'Arienzo – [lisa\\_dariento@johngallup.com](mailto:lisa_dariento@johngallup.com)