

APMP Job Template - Please keep this information to one page....thanks!

Job Title, Location: Senior Proposal Manager, Fayetteville, GA / McLean, VA

Company:

BAE Systems, Inc.

Job Description:

Responsible for the management of activities and staff associated with the development of proposals. Works independently to develop proposal outlines, compliance matrices, proposal schedules, and provide leadership and direction to cross-functional teams assigned to work proposal efforts. Ensures that the proposal response is compliant, compelling, and completed on schedule. Works with the capture manager to ensure that the opportunity strategies, solutions, themes, and discriminators are woven into the proposal response. Ensures that the proposal is completed and delivered to the Government within the prescribed time periods.

Responsibilities:

Independently manage complex proposals (typically valued at greater than \$300M) involving the design, engineering, implementation, deployment, and sustainment of complex solutions. Develop all proposal development materials including but not limited to: proposal outline, compliance matrix, proposal management plan, proposal kick-off meeting materials, storyboard and writing plans. Reviews proposal sections developed by members of proposal teams, providing guidance and recommendations, and editing sections as appropriate. Review and analyze Solicitation and related documents, ensuring final proposal product is compliant and delivered on schedule. Participates in peer reviews of proposal materials developed by other proposal managers for compliance and proposal readiness to submit. Supports Vice President of Proposal Operations and Proposal Director in process improvement activities, by serving as participant on tasks assigned. Travel up to 50%.

Minimum Education:

Bachelor's Degree

Experience:

Minimum 10 Years Proposal Management

Qualifications:

Active Security Clearance

Contact Information:

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