

## **Director of Proposal Development; Boca Raton, FL; 7/31/17**

### **Company:**

GEO Care (<https://www.geogroup.com/GEO-Care>)

### **Job Description:**

This position is responsible for overseeing all aspects of proposal development operations including the development of proposals describing the Company's products and services, governing the team's formal processes and managing the infrastructure of the proposal department.

### **Responsibilities:**

- Oversee all aspects of the department from strategic planning to the essential details of proposal production.
- Performs substantive reviews of both text and graphics, ensures the assigned writing sections comply with RFP requirements, contain win themes, and comply with standard formatting
- Evaluates, develops, and implements tools, processes and training to improve proposal operations such as writer guides and standard operating procedures.
- Oversees, supports and leads the development of opportunity win themes, competitive differentiators, and defining the flow and organization of the proposal storyline.
- Responsible for the overall quality of proposals written, visual content and compliance with request for proposal (RFP) requirements.

### **Minimum Education:**

- Bachelor's Degree

### **Experience:**

- Five (5) years of managerial experience in government procurement or proposal writing

### **Qualifications:**

- Expertise with the Shipley method or other proposal best practices.
- Ability to articulate detailed methods and best practices for managing a proposal development effort from beginning to end.
- APMP accreditation is preferred.

### **Contact Information:**

Feel free to contact the hiring manager, David Meehan, with any questions at [561-999-7323](tel:561-999-7323) or [dmeehan@geocareinc.com](mailto:dmeehan@geocareinc.com).

You can also apply online by copying and pasting the link below. Please send David Meehan an email alerting him that you applied so that your resume is immediately reviewed.

<https://www.hrapply.com/gginc/AppJobView.jsp?link=86465&page=AppJobList.jsp&op=reset>