

Job Description

Proposal Manager - Technical

Job Designation

The Proposal Manager, using his/her strong technical background, leads all aspects of proposal preparation and submission to help grow MTSI's business of firearms simulation systems and live fire range targetry systems for training of military, law enforcement and security agencies worldwide.

Job Core Responsibilities

- **Summary of key responsibilities:**
 - Manages and prepares various types and sizes of proposals/quotes (including mid-to-large size proposals as well as a large number of smaller proposals and quotations)
 - Manages the entire proposal process from receipt of Request For Proposals (RFPs) through proposal delivery plus follow-on post-proposal clarification questions and pricing updates
 - Provides leadership, guidance and daily management of multi-functional proposal teams to prepare customer-focused proposals that effectively address customers' training needs
 - Works with multi-discipline engineering teams as they formulate solutions that adapt MTSI's firearms simulators and live fire targetry systems to meet customer training requirements
 - Translates engineering concepts into effective proposal documents that address how and why MTSI's proposed solutions are the best fit for the customers' training needs
 - Uses in-depth knowledge of MTSI products including features, training benefits and underlying technology to prepare winning proposals
- **Responsibilities for larger proposal efforts:**
 - Reviews and refines proposal win strategy and themes with Sales personnel to ensure good alignment with customers' training objectives and proposal evaluation criteria
 - Creates proposal schedules that set expectations for internal proposal work timelines
 - Prepares proposal outlines and templates; coordinates proposal team assignments
 - Conducts Proposal Kickoff Meetings to present the proposal plan and communicate proposal strategies and business objectives to the proposal team
 - Plans and coordinates proposal team preparation and review of system concepts, cost estimates, pricing, and proposal write-ups consistent with win strategy and themes
 - Plans and conducts proposal team and color team reviews; also participates in Senior Management reviews
 - Performs hands-on writing, editing, formatting, printing, packaging and shipping of proposals
- **Responsibilities for smaller proposal/quote efforts for standard MTSI products:**
 - Reviews proposal/quote request documents from Sales personnel
 - Identifies cost and write-up inputs required for the quote/proposal
 - Requests cost inputs, drawings, write-ups and pricing from applicable departments
 - Performs hands-on preparation, review and submittal of these proposals/quotations
- **Responsibilities for proposal library updates:**
 - Updates and maintains MTSI's library of write-ups and proposal templates for standard product offerings

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Job Specifications

Education:

- Bachelor of Science in Engineering (minimum)

Certifications:

- None required – Association of Proposal Management Professionals (APMP) and/or Shipley certifications desirable

Years Experience:

- 10-15 years of relevant experience

Skills:

- Proposal development experience on large complex proposals using industry-standard proposal best practices
- Managerial experience with excellent leadership skills
- Strong technical background to enable working closely with engineering to formulate effective technical responses
- Strong interpersonal skills to drive tasks to completion
- Strong writing skills and creativity to translate general proposal team inputs into effective proposal presentations
- Microsoft Word and Excel expertise to prepare and update complex proposal documents with embedded graphics (using advanced Microsoft Office features)
- Graphics software expertise and creativity desirable (e.g. Adobe Photoshop, Lightroom, Illustrator)
- Good understanding of U.S. and international government procurement processes
- Good planning skills with demonstrated ability to plan large complex projects/proposals with many task interdependencies
- Flexible and adaptable to manage multiple priorities and responsibilities
- Complex analytical skills to proactively identify and solve problems

Contact Information

Company:

Meggitt Training Systems, Inc.

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www.meggitttrainingsystems.com

Submit resumes to:

<https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=27439&company=MeggittProd&userName=>