

SCIENTIFIC GAMES INTERNATIONAL, INC.

JOB DESCRIPTION

Division: Lottery Division
Department: Global Proposals
Position: Sales Proposal Writer
Reports to: Manager Proposals Content, Global Proposals

Position Summary:

Scientific Games, a leading provider of lottery products and services, has an opening in its Alpharetta Business Development Center for a Sales Proposal Writer. This position will support proposals development in response to complex government-issued Request for Information (RFIs) and Request for Proposals (RFPs), and also prepare proposal documents for product sales opportunities.

The Sales Proposal Writer will be an integral part of the Business Development team, facilitating proposal content development and specialized document content. This position will serve as primary contributing writer to proposals, and will serve as the liaison to subject matter experts within the company for specialized written materials.

Please check our Scientific Games corporate website for job posting and reply information.

Job description:

- Support all phases of the proposal development process including review and understanding of the RFP opportunity requirements, updating boilerplate, merging of product write-ups, drafting new content, copy editing, and rewrites.
- Work closely with internal subject matter experts (SMEs) to draft concise, complete, and clear proposal responses to customer requirements and/or questions in accordance with established company guidelines
- Apply a persuasive writing style to the company's proposal documents to incorporate win themes and align proposal strategy
- Consult with product management and sales teams on messaging strategy; work with key stakeholders to develop and articulate the solution within the proposal
- Coordinate and participate in individual and group proposal reviews and incorporate changes and improvements to proposals as required to meet RFP and sales objectives
- Work with graphics team to identify opportunities for graphic creation to support sales narrative in proposals; provide feedback and direction to complete graphic creation with graphics team
- Write key proposal section summaries, executive summaries, transmittal letters, and other strategic segments
- Utilize proposal software program to access proposal content database for proposal writing activities
- Update team on task progression and proactively follow up on adherence to timelines, and perform work within specified response and turnaround times

- Ensure proper grammar, message consistency, and voice for all written materials
- Develop and maintain a project reference database
- Write professional resumes for key project personnel when required
- Contribute to ongoing process improvement efforts
- Conduct competitive evaluations and SWOT analysis to continuously improve bid scoring and win ratios
- Participate in professional industry-related societies and activities
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Qualifications:

- Bachelor's degree in English, Communications, Journalism, Technical Communications, or related field
- 2 to 5 years of technical writing in a sales environment and/or proposal writing
- Prior experience working in a business environment
- Knowledge of RFI/ RFP and government procurement processes
- Superior writing and editing skills with the ability to shape ideas into easy-to-understand, well-organized written content
- Ability to manage a project from beginning to end
- Excellent interpersonal skills
- Demonstrate command of the structure and use of the English language including the meaning and spelling of words, rules of composition, and grammatical consistency
- Ability to review copy for errors in grammar, punctuation, and spelling and to check copy for readability and style, suggest revisions, change words, and rearrange sentences and paragraphs to improve clarity and/or accuracy of content
- Ability to organize and manage multiple priorities and projects under tight deadlines in a fast-paced environment
- Strong organizational skills and precise attention to detail
- Excellent research and information gathering skills
- Strong interpersonal skills with the ability to form successful relationships and collaborate with internal teams
- Flexibility to work nights and weekends to accommodate workload and delivery of projects as needed
- Proficient with Microsoft Office suite (Word, Excel, Outlook, Sharepoint and Power Point) and Adobe Acrobat