

## Senior Proposal Manager

### DataPath (Duluth, Georgia):

DataPath is a global leader in satellite-based communications solutions that solve our customers' toughest communications challenges in urgent time frames and under extreme conditions. We specialize in enabling complex communication networks that are critical to the operations of the Department of Defense, Civilian Government and commercial markets. DataPath is a dynamic and growing company where we pursue excellence, innovation and speed — and our employees who embrace these values are the greatest contributors to our continued success. We want creative talent to help assure the continued growth of our innovative technology to develop solutions to help our customers connect anywhere, anytime.

### Job Description:

DataPath seeks a Sr. Proposal Manager responsible for all phases of proposal development. Individual will be responsible for leading and coordinating all proposal activity, working with diverse Subject Matter Experts (SME's), technical authors and consultants to produce compliant, winning proposals. S/he will be responsible for contributing to writing efforts when necessary, coaching and training teams, leading proposal kick-off meetings, stage/gate reviews and working closely with our business development and sales personnel to deliver complex, multi-volume proposal material.

The Sr. Proposal Manager should have experience with Department of Defense (DoD) Procurements, a strong understanding of the DoD RFP structure and response, with the management skills needed to lead and orchestrate large proposal team efforts. Candidate should be able to meet demanding, deadline driven requirements, and able to work a flexible schedule that may include evenings and weekends when required.

### In addition, the following skills are desired:

- Analyze solicitations (RFP, RFI, RFQ, Sources Sought Requests), parse and organize a proposal plan in accordance with instructions
- Coordinate and lead major stage/gate reviews and milestones such as kick-off meetings, color team reviews and daily stand up meetings to maintain tempo and schedule
- Develop questions and interview SME's for required proposal content, and write content from scratch
- Meet deliverables and deadlines required working with Sr. Director, Proposal Development
- Provide expert guidance to writers, instructions, maintain wall of truth and create templates
- Lead storyboarding sessions when required
- Must have strong organizational skills, ability to build proposal plans, matrixes, strong written and verbal skills and an innate talent to work with diverse teams
- Able to work independently with little supervision
- Support and ensure configuration management guidelines are maintained and followed for SharePoint and proposal plan in general

**Senior Proposal Manager**  
**DataPath (Duluth, Georgia)**

- Proven leadership and communication skills with the ability to build and maintain a winning proposal team
- Ability to work with Capture Lead and Sr. Management to communicate and contribute towards win strategy, themes, discriminators and price to win requirements
- Able to resolve conflict and keep team focused on creating winning and compliant documents
- Ability to create and maintain a proposal schedule

**Qualifications**

- Candidate should be an expert level Microsoft Office User (10+ years' experience), expert style sheet developer as well as familiarity with MS Project and Visio
- Able to take on production requirements when necessary
- Expert level Adobe Acrobat user
- Shipley Proposal Management/Capture Training Courses Completed with Certification strongly preferred
- 10+ years' experience with proven track record of winning proposal efforts valued at \$50M or more
- Active Secret Clearance preferred

**Education:**

- BA – Communications or Business Management

**Travel:**

**20% or less**

*DataPath is an equal opportunity employer committed to building a diverse global culture that values teamwork, integrity, innovation, leadership, and an unwavering commitment to our customers.*

**Contact Information:**

**Andrea Swope**

[Andrea.swope@datapath.com](mailto:Andrea.swope@datapath.com)

**Apply Online:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=datapath2&jobId=142106&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=datapath2&jobId=142106&lang=en_US&source=CC3)