

PROPOSAL WRITER JOB DESCRIPTION

Position Summary: The Proposal Writer is responsible all administrative aspects of proposal development—ensuring the integrity of all proposal documentation, coordinating internal flow and review of all proposal sections, ensuring compliance, coordinating schedules, and directing submission of the final master proposal to production.

Essential Functions Summary: The Proposal Writer must be able to write in a clear and concise way to persuasively convey concepts, functions, features, and benefits of the products and services sought through RFPs. The Proposal Writer is responsible for creating and maintaining content for common proposal sections. As such, the Proposal Writer is responsible for developing and maintaining content per a schedule under direction of department leadership, updating and maintaining the RFP library with relevant content, post project completion (e.g., resumes, bios, reusable product and services descriptions, and more).

Position Requirements:

1. Demonstrate strong written communication skills to include: grammar, punctuation, clarity, readability, and consistency of content.
2. Create and maintain content for standard proposal language and standard attachments for entry into RFP content library.
3. Demonstrate excellent time management skills to meet routine deadlines and work schedules as well as timely and accurate completion of special projects and any other duties as assigned.
4. Maintain and document project transparency with opportunity owners and subject matter experts throughout each engagement to ensure process transparency.
5. Demonstrate flexibility and proactively manage changes in project scope, while still meeting prescribed deadlines.
6. Use knowledge gained through everyday activities to identify ways to improve processes and contribute to department efficiency.
7. Maintain acceptable levels of attendance and punctuality as specified in company and departmental policies.
8. Understand, support, enforce and comply with company policies, procedures and Standards of Business Ethics and Conduct.
9. Display a positive attitude as well as professional, polite, considerate and courteous conduct and treatment of others in the course of duties.

Reporting Relationships: The Proposal Writer will report to the VP Sales Operations.

Qualifications:

- Must possess a bachelor's degree or provide comparable experience.

- Must possess working knowledge of Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
- Must be able to work independently with the ability to meet deadlines and also work well in a team environment.
- Must possess extreme attention to detail and the ability to thoughtfully evaluate context of material.
- Preferred use and knowledge of Salesforce CRM.
- APMP Foundation Level Certification a plus.



Physical Requirements: Must possess strong English oral and written communication skills in order to communicate effectively with other writers, sales staff and subject matter experts. Eyesight must be sufficient to be able to read medical charts and computer monitors. The writer must be able to participate in the proposal production process, which may include: walking, bending, sorting, manipulating printers, binders and shipping materials.

Environmental Conditions: Typical conditions of office environment. During initial phases of training, stress levels may exceed normal levels as new skills are learned and new information is assimilated.