

Proposal Specialist

Description

The primary responsibility of the proposal specialist will be to work with our small team to outline, plan and deliver Maintenance, Repair, and Overhaul (MRO) proposals to a wide range of Government clients throughout the U.S. This position is critical to our sustained growth, we are looking for a motivated self-starter who needs very little management and is comfortable asking lots of questions of the team around them until they have a solid understatement of the specific solicitation or proposal we are writing to. Our goal is 10 responses a month on opportunities ranging from \$20,000 – \$1,000,000. This role will work collaboratively with all levels of our small team write, edit, review, and produce winning proposals.

Responsibilities

- Serve as Lead Writer for Technical and Management proposals ranging in value from \$20,000 - \$1,000,000.00 and assist as required on all other proposals.
- Coordinate with company leadership and to price simple acquisition solicitations for U.S. government customers
- work closely with our Subject Matter Experts, and Operations team to collect data required for proposal development and response
- Help develop and maintain pricing models and put processes in place to ensure accurate new business forecasting
- Support business development and proposal leads in strategic growth initiatives for new lines of business
- Work with other team members to harmonize proposal writing across the volume and to ensure one voice in presenting proposal content
- Write, edit, and revise proposal materials and coordinate with technical and program personnel to ensure accuracy
- Analyze RFI/RFP requirements and simple acquisitions to help determine our company's proper response.
- Maintain knowledge and stay abreast of developments in the industry via information obtained from financial publications and services, government agencies, company sources

Required Skills and Attributes

- Must be a U.S. citizen or permanent resident with the ability to obtain a secret clearance
- Minimum of 2 years of proposal pricing support experience
- Proposal writing for a government contractor or equivalent technical experience
- Project Management Experience
- Proficient with MS Excel, Word, and PowerPoint
- Be willing to mop the floor or do dishes if required
- Be the type of person who picks up litter rather than stepping over it
- Be okay with eating lunch with others
- Sense of Humor is a must

Preferred Qualifications

- Proven track record of embracing increasing levels of responsibility
- Superior analytical skills, combined with excellent business judgment and

Hiring organization

Haight Bey & Associates

Job Location

1972 W 2550 S, 84401, West Haven

Date posted

May 12, 2022

strong, clear, concise communications with senior level personnel and ability to problem solve in conjunction with team

- Proactive, organized and detail-oriented team player, with ability to multi-task and maintain accuracy in high pressure environment
- Integrity with confidential information
- Ability to work independently in support of team objectives
- Experience supporting US Government compliant proposal submittals, working closely with Proposal Leads, Contracts Management, and Executive leaders
- Contract Management familiarity
- U.S. government FAR & DFAR knowledge
- Experience in small business environments a plus

Education Requirements

- High School Diploma Bachelor's Degree Preferred – English, Journalism, Business Administration, Information Systems Management, or a related business discipline, or the equivalent combination of education, professional training, or work experience.
- All Veterans who understand these responsibilities and know they can do the work as described, should apply regardless of education level.