

Proposal Writer – Part Time

Location: Manassas, VA

Salary: TBD

CSI is looking to hire a part-time Proposal Writer. The position will be a key member of a full service proposal team focused on winning new business. Will participate in various parts of the proposal writing process including, budgets, resource allocation and all aspects of proposal development. In high volume times, may have to work with multiple temps and/or contractors (technical writers, graphic designers, editors, desktop publishers, etc.). The Proposal Writer will assist the Senior Manager with leading teams through the business capture process, and regularly report proposal status updates and statistics. Will be responsible for identifying and resolving issues impacting the proposal development process including appropriate staffing, win strategy, facilities, etc.

The Proposal Writer plans, coordinates, and prepares proposals, focusing on management and technical responses. Ensures compliant, compelling responses to RFP and RFI requirements.

Essential Job Functions:

- Works as a member of a proposal team to research, analyze, prepare, and submit proposals for government projects.
- Researches and gathers technical and/or business information for use in proposal development activities.
- Outlines, writes, and edits proposal sections, especially highly structured sections (e.g., past experience, past performance, resumes, acronym lists).
- Assists in editing and polishing proposal responses and other documents.
- Reviews requests for proposals (RFPs) or requests for information (RFIs) requirements; develops response approach and ensures agreed upon elements are incorporated into a cohesive and persuasive format. Works in conjunction with capture or business development personnel in developing and generating strategies, themes and discriminators for responses; participates in proposal reviews; recommends changes if needed.
- Responds to inquiries and coordinates activities with other writers and section leads to ensure that appropriate level proposal section responses are fulfilled in a timely manner. Ensures own and assigned section writer proposal submissions are compliant with applicable RFP or RFI instructions and that they comply with company best proposal practice methodology.
- Researches and gathers technical or business information for use in proposal development activities while incorporating appropriate proposal concepts, practices/procedures, and appropriate writing methodologies. Interviews appropriate personnel to incorporate information gathered into writing and editing of proposals. Writes large, more complex section, ensuring adherence to established template and/or standards.

- Coordinates with other functional teams as needed to ensure production, quality control and past performance requirements are met. Provides leadership and work guidance to less experienced personnel.

Qualifications:

Basic Qualifications:

- Bachelor's degree or equivalent combination of education and experience
- Bachelor's degree in business administration, accounting, English or related field preferred
- Ten or more years of proposal writing/developing experience
- Experience working with proposal development, preparation, writing and analysis
- Experience working with company products and services and delivery assurance and industry standards on deliverables
- Experience working with the operation of relevant programming languages, software, hardware and office productivity software
- Experience working with financial operations concepts, practices, and procedures

Other Qualifications:

- Leadership skills to guide and mentor the work of less experience professionals
- Good communication skills to create documentation and to communicate with vendors, business unit professional and management
- Good comprehension skills for understanding needs and concerns and developing and applying solutions
- Good organization and time management skills
- Good interpersonal skills for interacting with all levels of management and vendors
- Ability to prioritize and meet deadlines
- 2 to 6 years of experience in business writing ability to work with others in a deadline-driven, high-accountability, team-oriented environment
- MS Word, MS Excel, MS Powerpoint
- Experience working with government contracts
- Membership in APMP (Association of Proposal Management Professionals) preferred