

TSC is looking for Proposal Manager who will be responsible for managing the Task Order Request workflow emerging from a **GSA STARS III Contract Award**. The selected candidate will co-ordinate, write and produce proposal responses, which may require the assemblance of proposal teams comprised of staff from other partners, or in house resources, best suited for producing a winning proposal. Responsibilities may include the introduction and implementation of proposal procedures and governance that will complement existing processes. This is a highly networked role that requires the ability to work under pressure and meet challenging deadlines.

Experience

The ideal candidate will have proven win record in writing and completing GSA STARS II competitions, as well as demonstrated ability in planning, producing, and delivering compliant proposals within a complex business environment. The Proposal Manager will be experienced in scheduling and running proposal kick-off meetings, leading storyboarding sessions, facilitating key review meetings / final document review, coordinating proposal governance / sign off, document production, and delivery of the completed proposal.

Core Responsibilities

- Understanding of the GSA STARS competitive environment.
- Knowledge of participating 8(a) companies and ability to create winning teams.
- Responsible for leading proposals cradle to grave alongside our Management and Business Development teams.
- Apply creative writing skills to complete RFIs and RFPs with accuracy, completeness and timeliness, in order to give the best opportunity to win business.
- Delivery of compliant, professionally produced proposals within TOR defined timeframes.
- Coordinate and review / edit proposal input from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery.
- In depth knowledge of federal and state minority programs.
- Communicate and influence at a senior level.
- Proposal automation software (or similar) experience.
- Document template management in line with company branding.
- Strong time management / prioritization skills.
- Strong written English language skills.

Reporting Line

The Proposal Manager will be reporting to the CEO of Science Technology Corporation, the senior member of the Joint Venture. The CEO may relegate reporting to other members of the organization, subject to proposal and work load dependencies.

Measure of Success

The measures of success include win rate, capture rate, content quality, revenue, margin, proposals submitted and achievement of internal OLAs.

Qualifications

Past performance success rate for 8(a) STARS, strong references, and academic background, excellent written and oral communications, as well as advanced MS Word / Powerpoint skills & proficiency in MS Office / Desktop Publishing,

5 years of experience in Federal Acquisition

3-5 years of experience as an 8(a) STARS Proposal Writer/Manager

Send Resume or Inquiries to: Info@TechSciCorp.com