



Job Description

Position Title Proposal Writer
Department Business Development
Reports To Teresa Derrickson
Company Name Katmai Government Services

FLSA Status Exempt

Pay Rate or Salary \$60K/yr*

*In addition to salary, employee has the ability to earn incentive pay in three ways: (1) by being an automatic participant in the BD bonus pool (the BD bonus pool is a sum of money that is determined annually by group success and distributed among BD team members); (2) by being awarded a one-time bonus for outstanding individual performance on a particular proposal, and (3) by being awarded a percentage of a given contract for bids independently pursued by the employee and won.

Work Schedule 40 hours/week with extended hours as required by proposal schedule

Summary Responsible for writing and developing proposals in response to federal government RFPs; emphasis on composing technical volumes.

Essential Duties and Responsibilities

- Dissects RFP and builds compliance matrix
- Works with proposal development team to articulate win strategy
- Collects technical data and pricing information from SMEs
- Creates storyboards and sectional outlines
- Develops proposal templates and models
- Composes all bid content (either alone or in conjunction with team), including executive summaries, organization credentials, cost narratives, technical sections, conclusions, etc.
- Interfaces with internal and external partners to implement proposal strategy and meet proposal deadlines
- Ensures document compliance with RFP criteria, including requirements related to content, formatting, length, layout, etc.
- Monitors changes to solicitation and adjusts work accordingly
- Assists in facilitating team reviews of work and revises product as required
- Edits text to ensure that bid is error-free, uniform in tone and style, and adheres to company and client stipulations
- Works with graphics specialist to create document visuals
- Pulls proposal together, integrating disparate components into a unified, coherent whole
- Compiles and ships proposal in timely manner
- Other duties as assigned



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Experience Requirements

- Minimum 3-5 years experience writing proposals for federal RFPs (bids for DoD clients preferred)
- Thorough working knowledge of service type contracts and associated conventions and practices
- Demonstrable experience composing technical volumes
- Experience producing proposals both in isolation and as part of a team
- Experience applying a structured approach to proposal development

Educational Qualifications

- Bachelor's degree in English, Journalism, or relevant technical field, or commensurate work experience.

Special Skills

- In-depth understanding of the government procurement process
- Strong written and oral communication skills
- Ability to compose text that is clear, concise, error-free, and on-message
- Ability to coordinate multiple projects and initiatives at one time
- Ability to prioritize tasks appropriately
- Ability to work under tight deadlines
- Ability to read and interpret federal RFPs
- Familiarity with RFP compliance regulations and ethics, including recent knowledge of Federal Acquisition Regulation (FAR)
- Advanced expertise in Microsoft Word, Excel, Outlook, and PowerPoint

Supervisory Responsibilities

None

Physical Demands

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); occasional walking or standing; occasional lifting of up to 10 pounds; frequent use of computers, including keyboard typing and staring at a computer monitor for extended periods of time.

Work Environment

Work performed in an office setting. Work frequently performed at a distance from rest of proposal development team and SMEs.

Prepared By

Human Resources

Preparation Date

1/18/11

Approved By

Angie Richards/ VP HR



Job Description

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

My signature below indicates that I acknowledge I have received a copy of my job description and I have had the opportunity to review the contents and ask any questions I may have had regarding the contents of this form.

Employee Signature

Date