

**Position Title:** Proposal Manager  
**Department:** Program Management Office  
**Reports To:** Director of Program Management  
**FLSA Status:** Exempt  
**Prepared Date:** 10/6/2016  
**Approved Date:** 00/00/2016

#### **SUMMARY**

The Proposal Manager will co-ordinate and produce the proposal (RFI, ITT, RFP etc.) response while assembling a proposal team with the relevant service / product / business knowledge required to win. Responsibilities include introduction and implementation of all necessary proposal procedures and processes. This highly networked role requires an ability to work under pressure and to challenging deadlines.

**ESSENTIAL FUNCTIONS** *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

**Supervisory Responsibilities:** No

**BASIC QUALIFICATIONS** *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

#### **Required Education & Experience:**

- Degree educated Advanced MS Word skills & proficient in MS Office.
- Four to eight years progressive experience performing duties and responsibilities described above plus demonstrated management abilities.

#### **Experience**

- Proven 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;
  - co-ordinating proposal governance and sign off;
  - document production and delivery of the completed proposal;
- Typically will have experience of coordinating and updating an application that facilitates the entry, modification and retrieval of digital content.

#### **Core Responsibilities**

- Delivery of compliant, professionally produced proposals within customer 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
- Communicate and influence at a senior level

- Ability to coach teams and subject matter experts in persuasive writing and proposal best practice
- Proposal automation software (or similar) experience
- Document template management in line with company branding
- Strong time management / prioritization skills
- Strong written English language skills
- Excellent attention to detail.

Subcontracting tasks responsibilities include:

- Provide Statement Of Work to be contracted;
- Obtaining quotations;
- Evaluating bidders and selecting qualified subcontractor;
- Generate requisition;
- Supply source data and act as liaison between the subcontractor and Miltope engineering and program management;
- Review delivered material and arrange for engineering and program management review;
- Coordinate preliminary review and release;
- Approve vendor invoices;

Respond to customer inquiries and requests regarding technical publications including:

- Providing revision status information
- Providing requested manuals
- Audit Boeing CMM index monthly

The Proposal Manager is normally a standalone role, assuming responsibility for a much broader range of roles and responsibilities.

**Required Knowledge, Skills, & Abilities:**

- Self-starter
- Detail oriented
- Excellent written and oral communication skills
- Have or obtain technical understanding of products
- Have or obtain required skills with PC applications (Windows, Word, Excel required), FTP site management, and Microsoft Dynamics AX

**Preferred Education & Experience:**

- Certified to APMP Foundation / Practitioner Level.
- Experience with Microsoft Dynamics AX
- PMP or equivalent professional Program Management certification

**Physical Demands and Work Environment:**

- Occasional travel required
- Will spend long hours sitting and using office equipment and computers
- Will work in a manufacturing environment that may present minor noise at times