

PROPOSAL MANAGER/PROPOSAL WRITER

Become an integral part of a diverse team. Currently Eminent IT is seeking an experienced, motivated, career and customer-oriented Proposal Manager for Technical Writing/Editing/Reviewing to join our team.

Duties and responsibilities include but are not limited to:

- Supporting the proposal effort with writing and composing government and commercial proposals for review and submission.
- Preparing RFPs, RFQs, white papers, capability statements, and presentations.
- Ensure compliance with RFP/RFQ submission and packaging requirements.
- Maintain company-wide library of proposal templates, boilerplate language, resumes, references, and marketing materials.
- Make ongoing revisions to proposal templates, including updates to “look and feel”.

Potential Assignments:

- RFI, RFP, RFQ responses
 - Schedules, outlines, content plans, templates, compliance matrix, writing, reviewing, etc.
- Press Releases
- Case Studies
- Success Stories
- Strengthen Past Performance write-ups
- Proposal Reviews: compliance, compelling, and clear

Qualifications:

- Requires bachelor’s degree
- Requires 2-5 years of writing, editing, proposal experience, preferably in the federal government environment.
- Understanding of Shipley proposal development process and management techniques.
- Understanding of RFP structure and the ability to review and assess RFP requirements.
- Proficiency in Microsoft Office, GSuite, and Adobe Acrobat; experience with Asana preferable.
- Strong organizational planning and time management skills; the ability to multitask and work against strict deadlines is critical.
- Strict attention to details, ability to review and edit proposal content for compliance, clarity and proper use of terminology and customer language.
- Excellent verbal and written communication skills; must be able to communicate effectively with all levels of management.
- Strong interpersonal skills and ability to work independently or as part of a team.

Corporate Performance Standards: In the performance of the respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, partners, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Headquarter Location: Crystal City, VA (Remote)

Job Type: 1099

About Eminent IT, LLC

Eminent IT, LLC is a Small Business Administration (SBA) certified 8(a), Service Disabled Veteran Owned company, founded in 2009 and headquartered in Crystal City, VA. We are an innovative provider of Enterprise Software and IT Consulting Services delivering true business value and return on investment to Federal clients in the metropolitan Washington, D.C area. Eminent IT, LLC provides solutions and services in markets such as: Defense and Intelligence, Executive Branch and Civilian Agencies. We work collaboratively with clients to create solutions that 'fit' the client environment and use industry best practices.

Join us at Eminent IT, where we're engineering Innovations, Solutions, and Results