



JOB DESCRIPTION

Proposal Manager

Purpose of this position:

The Proposal Manager will have the responsibility of coordinating all phases of the company's proposal process in response to U.S. government and commercial requests for proposals (RFPs). The ability to meet deadlines, a commitment to teamwork, and detailed follow-through will be the key to success in this role.

Responsibilities include:

- Exercising full responsibility and authority for complex government proposals and bid preparations.
- Coordinating proposal efforts with the technical division, contracts department, contractors, subcontractors, finance department and human resources.
- Overseeing the proposal team; coordinating efforts and ensuring all timelines are met.
- Ensuring proposals are in accordance with FARs.
- Must adhere to all safety rules.
- All other duties as assigned.

Knowledge and Skills:

- A working knowledge of government and military contracts, GSA and FAR is required.
- The skill to independently define, schedule, and manage the proposal preparation process, including the ability to understand and analyze the details of an RFP is a must.
- Demonstration of the necessary personality and leadership skills to engage and motivate a diverse group of Engineers, Project Managers, Consultants and Subcontractors is required.
- Outstanding communication skills (written and oral); including a strong working knowledge of Microsoft Office Suite is a necessity.
- Exceptional facilitation and organization skills are required.
- A working knowledge of Shipley proposal processes is preferred.

Education and Work Experience:

- **EDUCATION:**
This position requires a minimum of a 4 year degree from an accredited college or University, - and -
- **EXPERIENCE:**
5 years experience leading multi-million dollar government proposals.

Physical Requirements:

Kneel, crouch, and manipulate (lift, carry, move) light weights of 10-20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate office equipment and read information on spreadsheets and reports. The associate frequently is required to sit, reach with hands and arms, talk and hear.

Certificates and Licenses:

- Must be a US citizen.
- Eligible to obtain government security clearance.

Travel:

Some travel may be required.

Hours:

Normal work schedule will be 8:00 A.M. to 5:00 P.M., Monday through Friday. May be required to work additional hours and/or weekends, as needed, to meet deadlines or to fulfill travel obligations.

Salary Range:

Commensurate with experience.

Thank you for visiting our website. All qualified applicants are encouraged to apply. Resumes should be forwarded to pmossbruger@alpha-port.com or faxed to (216) 619-2443.