

### 1.0 INTRODUCTION

The purpose of this job description is to establish the authority, duties, reporting relationships, and responsibilities for the position of Proposal Manager of Sygnetics, Inc.

### 2.0 FUNCTIONAL ROLE

The proposal manager organizes and oversees proposal writing, editing, illustration, and production efforts in response to requests for proposals, information and oral presentations. She/he prepares proposal development schedules, identifies the personnel needed, delegates responsibilities and is responsible for delivering high-quality proposals on deadline.

### 3.0 REQUIREMENTS

Education:

- Required: B.A/B.S/
- Minimum: No degree and 15 years experience

Experience:

- 10 years of direct experience producing proposal for opportunities within the Federal Government and/or commercial sectors.
- Is current with changes in Federal Acquisition Regulations.

Skills:

- Computer-literate and able to use company software (Microsoft Office, etc.) to compile information and generate reports.
- Must possess ability to work independently.

### 4.0 REPORTING RELATIONSHIP

The Proposal Manager reports to the CEO.

### 5.0 ESSENTIAL DUTIES/ RESPONSIBILITIES

- Review requests for proposals (RFPs)
- Develop proposal plans, outlines and schedules
- Prepare questions for the potential client
- For each proposal effort, assemble and review the efforts of an appropriate team of partners, consultants, subcontractors, writers, editors, illustrators, desktop publishers, proofreaders and quality control and print reproduction personnel utilizing shared resources as often as possible.
- Guide proposal team writers and financial analysts in preparing the technical and cost components of the proposal, including understanding of the task, plan, past performance and personnel.
- Review proposal draft and final versions for responsiveness to RFP, thoroughness, accuracy, staffing, financial considerations, quality and effective design and layout.

- Main point of contact for the company at bidder's conferences and during site visits.
- In addition to work on specific proposals, the proposal manager creates corporate concepts and boilerplate content for use in future proposals.
- Creates and maintains all proposal files in appropriate electronic files to facilitate retrieval through naming conventions. This includes all solicitations, NDA's, T/A's, subcontract agreements, delivery orders, contract awards, debriefs, and any other documents related to solicitations from either the government or commercial sector.
- After each proposal submission, the proposal manager leads post-proposal efforts such as negotiations, contract start-up briefings and "proposal lessons learned" staff meetings.
- Must be proficient in Microsoft Word, Excel, PowerPoint, Project and SharePoint.
- Detail oriented and has first-class leadership and motivational skills.
- Must be able to inspire outstanding work from team members with a range of experience and technical abilities.
- Other requirements include excellent time management, interpersonal and communication skills.
- Other duties as assigned by their supervisor.