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Proposal Analyst

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a full-time Proposal Analyst. This position is located in Chantilly, VA.

Job Description & Responsibilities:

- Analyze Request for Information (RFI) and Request for Proposal (RFP) requirements and identify all instructions and evaluation criteria
- Prepare detailed proposal outlines, schedules, compliance matrices, and guidelines
- Populate outlines with appropriate boilerplate content
- Assist in coordination of full life cycle of proposal volume development, including planning, scheduling, managing, and submitting competitive proposals
- Incorporate inputs, edits, and comments at each document review, as necessary
- Ensure cohesiveness, consistency, and compliance of all volumes
- Develop and collate subcontractor data calls
- Ensure graphics are updated for proposal
- Prepare printed copies of proposals and all shipment requirements
- Support special projects, as required

DESIRED SKILLS AND QUALIFICATIONS:

- Ability to edit reports, proposals, and correspondence to ensure clarity of content, consistency of format, and accuracy of grammar preferred
- Experience preparing competitive proposals for federal agencies in a government contractor environment a plus
- Position may require unscheduled extended work hours and non-standard work weeks

QUALIFICATIONS:

- Applicant must have a Bachelor's Degree, preferably in journalism, communications, English, or related field and/or 2 years of experience
- Strong written, verbal, communication, copy editing, and interpersonal skills
- Ability to multi-task between changing requirements, priorities, and proposals
- Planning, organizational, and analytical skills
- Superior organization skills, time management, and attention to detail
- Motivated self-starter with ability to work well independently
- Extensive experience with MS Office products (especially Word, PowerPoint, and Excel)
- Management skills to coordinate proposal team efforts
- Ability to work well under pressure in a time-sensitive environment

To apply to this position, please email jobs@directviz.com

Web: www.DirectViz.com | Tel: 703.662.0099 | Fax: 703.662.0440
For more information or inquiries, please contact us at: jobs@directviz.com