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Proposal Manager

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 Manager. This position, located in Chantilly, VA.

Responsibilities:

- Assisting the Capture/Sales Team Leader in managing and directing all proposal efforts and personnel
- Participate in the development and review of proposal strategies and themes, and manage the development of a Proposal Management Plan
- Direct the creation and review of a proposal outline that will be used as a key document design and control medium
- Assist in analyzing the RFP/bid requirements against the proposal outline to ensure both compliance and responsiveness to the customer's issues and needs
- Build the proposal compliance matrix and track the fulfillment of all Requirements
- Review completed storyboards and proposal sections to ensure requirements are adequately addressed and that customer page limits are not exceeded
- Conduct regular proposal progress status meetings and maintain the proposal schedule
- Develop a Pink Team (storyboard review) plan for the interim review and internal evaluation of the technical, management, and overall proposal approaches
- Direct writing/editing/rewriting efforts as needed
- Work with the Volume Leaders to ensure inter-volume compatibility is achieved
- Develop a Red Team plan for the final review and internal evaluation of the proposal
- Ensure that appropriate Red Team comments are incorporated into the final proposal
- Direct the Proposal Coordinator in all proposal development and production activities
- Other reasonable and normal duties associated with the Proposal Manager position, as directed by the Business Development/Capture Manager/Proposal Center Manager

QUALIFICATIONS:

- Must be U.S. Citizen
- BA or BS degree
- Certified to APMP Foundation / Practitioner Level (Preferred)
- Advanced MS Word skills & proficient in MS Office (Must)

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

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For more information or inquiries, please contact us at: jobs@directviz.com