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Entry Level 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 Entry-Level Proposal Analyst. This position is located in Chantilly, VA.

This position may require unscheduled work hours and nonstandard work weeks.

Responsibilities:

- Work with the proposal team throughout the proposal process to ensure a compliant, responsive, and compelling proposal.
- Assist Proposal Manager and organize proposal preparation activities to gather data, meet schedule deadlines, conform to the proposal compliance matrix, and implement proposal processes and formats.
- 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 volume development, planning, scheduling, managing, producing, and submitting competitive proposals
- Incorporate inputs, edits, and comments at each document review, as necessary
- Copy edit to ensure content is readable, consist, clear, and compliant with requirements, minimizing style differences from multiple authors and contributors
- Develop and collate subcontractor data calls
- Ensure graphics are updated and all formatting is consistent
- Prepare printed copies of proposals and all shipment requirements
- Support special projects, as required

Qualifications:

- 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 among changing requirements, priorities, and proposals
- Planning, time management, and analytical skills
- Superior organization skills, follow through, 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

Required Skills:

- Ability to edit reports, proposals, and correspondence to ensure clarity of content, consistency of format, and accuracy of grammar preferred
- Experience working on government proposals or in an office environment a plus

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