



**VECRA is seeking a**

## **PROPOSAL MANAGER**

VECRA, Inc. has a requirement for a Proposal Manager who will be responsible for coordinating, facilitating, and managing all phases of the proposal development process resulting in the successful delivery of compliant proposals. Working in a very dynamic environment, the Proposal Manager will support the development of direct-source, task order and competitive bid proposals that range from fundamental, short-turn efforts to highly complex lengthy proposals. The Proposal Manager, will take ownership of the proposal process, managing and successfully driving it to meet critical deadlines while contributing to the technical, past performance, and program management sections of proposals – creating winning and compliant proposal responses.

### **ROLES and RESPONSIBILITIES**

**The Proposal Manager’s roles and responsibilities include but are not limited to the following:**

- Exercise full responsibility for complex government proposals and bid preparations while ensuring adherence to established proposal processes, quality standards and strict solicitation compliance
- Collects all the comments from the reviewers and combines them into one document for the technical lead and the rest of the proposal team to make appropriate changes and manages version control
- Proactively conducts quality assurance/quality control on proposal through strong grammatical review and editing skills and attention to consistency, tone, style, accuracy and detail
- Works within corporate proposal processes, systems, tools, and contributes to best practices
- Ensures communication among all parties throughout the proposal process
- Ability to independently define, schedule and manage the complete proposal process including managing subcontractors/teaming partners, consultants, subject matter experts
- Collaborate to make excellent use of graphics throughout proposal to showcase win themes, save space, and effectively present complex topics
- Extensive experience developing and maintain proposal development plans, schedules, outlines, compliance matrices, resource plans, win themes, weekly status reports, and proposal templates
- Expert skills in MSWord, Excel, SharePoint, Adobe and other relevant applications is required; working knowledge of Visio (or other graphics package)
- Manage small, medium and large-scale, complex proposals for government and commercial customers across defense and civilian agencies
- Responsibility for the timely execution and facilitation of content and process management for proposals in response to RFPs/RFIs, RFQs / solicitations as a prime or subcontractor
- Gather, assemble, submit, and track solicitation questions to the government
- Facilitate proposal kick-offs, daily proposal development coordination calls, manage proposal team integration/communication, color review meetings, and set expectations for proposal production



- Document and clearly communicate notes, action items, due dates and expectations
- Ensure 100% compliance with proposal RFP requirements/DFAR/FAR requirements, as well as CRW policies and procedures
- Assist in the resolution of comments and provide guidance to writers for proposal maturation
- Create a positive work environment, demonstrate a professional attitude, and meet established goals and responsibilities while working in cooperation with colleagues
- Establish priorities and target dates for information gathering, writing, review, and approval; provide proposal status at review meetings
- Maintains collaborative proposal workspace for all proposal documents and files all pieces of the proposal
- Integrate content into one, cohesive technical proposal that showcases our win strategy and solicitation requirements
- Support in the establishment of style guidelines and standards
- Provides input for document design while ensuring Request for Proposal (RFP) instructions pertaining to format, fonts, page limits, etc. are being followed along with internal branding guidelines
- Performs final electronic layout and formatting as well as production of hard copies as required
- Uses strong interpersonal, organizational, and time management skills to juggle multiple tasks with differing deadlines to consistently produce a professional document
- Self-motivated with ability to plan, multi-task and to meet short-turnaround deadlines
- Proven organizational skills, with the ability to handle multiple tasks successfully under tight deadlines
- Oversees the collection of all staffing documents (biodata forms, salary verifications, education verifications, references, home of record, etc.) to be included in the proposal
- Coordinates with partners to request and collect capabilities statements, PPRs, CVs, project descriptions, or other narratives to respond to proposal requirements
- Identifies bottlenecks in the process escalating accordingly to higher level, as necessary, to ensure timetable and deliverables remain on track
- Other duties as assigned

#### **QUALIFICATIONS:**

- Minimum 5 years' relevant professional experience in proposal writing and management roles for large and small federal, state and commercial proposals addressing IT products and services
- Minimum 5 years' experience managing proposal life cycles, writing and editing proposals for Healthcare, Outreach & Education, Management Consulting, Training, Education, IT and Facilities Management opportunities
- Excellent interpersonal skills, a sense of humor, and the ability to handle multiple tasks simultaneously
- Experience with and knowledge of contract types and GWACs, IDIQs, RFPs, RFIs, RFQs, and Task Orders as they relate to proposals
- Proven ability to conceptualize and write compelling proposal narrative and oral presentation slides, working with the sales and engineering staff to extract technical concepts and solutions



- Demonstrated ability to distill large quantities of information into concise, salient points
- Must be able to contribute to and follow style guidelines, develop document-specific style sheets
- Ability to adapt to changing priorities is required
- Must be dependable, possess exceptional communication and customer service skills
- Ability to understand and analyze the requirements of a solicitation and structure a proposal outline that addresses those requirements
- Strong skills and experience in project management and proposal management
- Understanding of Federal Multiple Award Contracts and Supply Schedules (e.g. DASIS, ALLIANT, GSA, etc.) including specific inherent requirements of each is a plus
- Command presence to ensure proposal teams remain calm and focused during stressful time constraints
- Experience and understanding of civilian and military government contracting

#### **DESIRED SKILLS:**

- Strong interpersonal and leadership skills with the ability to interact with internal/external customers and across organizational elements.
- Demonstrated teamwork skills.
- Excellent verbal and written communication skills –
- Superior problem solving and critical thinking skills
- Excellent organizational, interpersonal, written, and verbal communication skills
- Must be a US citizen
- Must complete a Background Investigation
- Understanding of Shipley or Shipley Lite
- Specialized training or certification in Business Development, Proposal Management, and/or equivalent experience is desired
- Experience applying Shipley proposal development processes

#### **EDUCATION**

Bachelor's in Business, Journalism, Technical Writing, or other related field. 5 years of related experience.

Adequate related experience (10 years) can be used as a substitute for education.

#### **OTHER**

**Shift:** Days; 9:00am – 5:00pm (must be willing to work evenings or on weekends on occasion to meet proposal deadlines)

**Schedule:** Monday – Friday (must be willing to work evenings or on weekends on occasion to meet proposal deadlines)

**Job Class:** Management

**Telework or Virtual:** Yes

**Location | Place of Performance:** USA\MD\Lanham



**Salary:** Commensurate with Experience

**Req Type:** Full-Time

## **BENEFITS**

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical, dental, short and long-term disability.

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VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability. VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.