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## Proposal Writer

### Description

The Proposal Writer will be responsible for development of Federal IT proposals by leveraging best practices to produce high-quality winning proposals. The Proposal Writer will develop compelling and compliant RFI/RFP responses, including technical, management and past performance volumes. They will participate in solution meetings, color team reviews, content recovery, and other collaborative activities to further the proposal development process.

### Education

- Bachelor's degree or equivalent

### Experience

4 years of experience developing federal government proposals.

### Responsibilities

- Write original compelling and compliant content in response to RFP questions, highlighting unique benefits that meet customer goals and objectives
- Conduct RFP/RFQ/RFI analysis
- Conduct interviews with key personnel, subcontractors, program managers, and subject matter experts to develop resumes, past performance, management, and technical content
- Develop annotated proposal outline and proposal template to align with RFP/RFQ/RFI requirements and address the customer's issues and needs
- Writing, Editing, of RFP/RFQ/RFI responses
- Coordinate, consolidate, and incorporate proposal content from SMEs and contributors
- Conduct regular meetings with content contributors through bid completion
- Review proposal content to ensure requirements are adequately addressed and that customer page limits are not exceeded
- Edit content from other contributors to ensure consistent voice; compelling and compliant messaging; spelling/typographical/grammatical errors; and inclusion of appropriate win themes, benefits, and discriminators
- Coordinate with graphics team to ensure alignment with written response
- Provide final editing, proofing, production and packaging
- Support and contribute to the development of Standard Operating Procedures (SOP) to enhance the efficiency and quality of the writing/editing team and overall proposal group

### Qualifications

#### Minimum Qualifications:

- Excellent writing and communication skills, especially in development of complex technical and management approaches
- Strong analytical, organizational and time management skills
- Ability to work closely with large and small teams of disparate personalities

### Hiring organization

ThunderYard Solutions

### Employment Type

Full-time

### Job Location

505 N John Rodes Blvd., 32934,  
Melbourne, FL, USA  
Remote work from: USA

### Date posted

May 7, 2021

### Valid through

02.07.2021

with competing schedules

- Ability to meet deadlines under tight time constraints
- Able to manage a diverse workload and balance numerous priorities
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Project) and Adobe Acrobat
- Proficient in leveraging collaboration tools such as SharePoint, Teams, GoToMeeting, OneDrive and similar tools to effectively communicate with and manage team members in geographically disparate locations
- Strong independent research skills
- Self-starter with willingness to learn, take on new challenges and responsibilities and be adaptive as needs of the role change
- Experience working in a fast paced, multi-contractor environment

**Preferred Qualifications:**

- Knowledge of Department of Veterans Affairs or HHS/CMS proposal development a plus
- Technical understanding of concepts such as Agile, DevOps, Human Centered Design (HCD) and APIs
- Health IT Experience a plus
- Experience with T4NG IDIQ a plus