



**Favor Tech Consulting, LLC (FTC)** is seeking talented Proposal Managers with extensive Department of Veterans Affairs experience. The Proposal Manager is responsible for proposal development lifecycle for all assigned proposals and managing all the task orders as they come out. This includes Requests for Proposal (RFP) analysis, Kick-Off meetings, Daily Status Calls, Proposal Development, Color Reviews, Proposal Production, etc. Candidate will also be responsible for administering proposal processes, providing guidance and assistance to authors, administering proposal related resources, preparing proposal related reports, etc.

### **Essential Job Functions & Responsibilities**

- Maintain Databases to include Proposal Content, Graphics, Past Performance, Re-usable Assets, and Resumes
- Collaborate with Sales and Capture Manager, Desktop Publisher, Authors, Program Managers, Support Leads, etc.
- Create proposal templates, outlines, compliance matrices, and production checklists
- Develop the proposal schedule and maintain visibility on progress
- Coordinate and prepare proposal meetings and reviews
- Research and help collect/develop re-usable material for individual authors
- Edit and format documents
- Manage proposal document production (printing, binding, CD Rom creation, shipping, etc.) Write lessons learned report - collect and compile input
- Assist Capture Manager with other duties as assigned

### **Required Minimum Qualification**

- Bachelor's degree with a minimum of 5 years' experience leading multi-million dollar government proposals.
- Formal proposal training and certification in at least one industry leading response methodology
- Very strong verbal and written skills; clear, concise, and complete
- Excellent people skills; able to work with teams of varying sizes, technical abilities, and levels of authority with the client and teammates
- Thorough, detail oriented, and organized with excellent time management skills and the ability to prioritize
- Excellent multi-tasking abilities; able to handle multiple projects simultaneously
- Strong analytical skills with solid administrative experience
- Ability to understand and verify compliance
- Skilled in proposal management, coordination, and production
- Knowledgeable in the Microsoft Office Suite including Word, Excel, PowerPoint, SharePoint, and other database applications
- Knowledge of federal procurement regulations (FAR / DFARS)

In addition, U.S Citizenship is required. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to



obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, drug testing, and creditworthiness.

Favor TechConsulting is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.