

## **Job Information**

**Title:** Proposal Manager

**Location:** Kellogg, ID (NASCO Corporate)

**Status:** Full Time

## **SUMMARY**

The Proposal Manager is responsible for coordinating and managing the proposal development processes in response to U.S. government's Requests for Proposal (RFP). The Proposal Manager will administer proposal preparation, revision and submission; and directs the technical nature of the proposal efforts in response to construction-related Indefinite Delivery/Indefinite Quantity (ID/IQ) Job Order Contracts (JOC), stand-alone construction projects, and facilities maintenance efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to.

- Works closely with new business capture managers to successfully coordinate and manage proposal efforts, including RFP analysis and the development of proposal compliance outlines, production schedules, and technical content
- Conceptualizes and develops proposal graphic elements that convey approaches, communicate benefits, emphasize features, and differentiate from competitors
- Helps facilitate evolution of proposal strategy, such as competitive analysis, developing win themes, and determining technical and managerial approaches
- Guides proposal team through necessary bid reviews and protocols, and decisions
- Writes expressions of interest, corporate capability statements, personnel and management sections, past performance references, biographical sketches and other proposal components; strategically enhances/positions resume content
- Manages and controls proposal documents and final proposal production
- Edits and coordinates technical proposal sections as they develop (including managing file traffic/turnaround time, and close liaison with technical writers)

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## **PREFERRED QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in Marketing, Business Management or related field is desired
- 5+ years direct proposal development experience in a government RFP-driven proposal environment.
- High level of proficiency in MS Office applications- especially Word, Excel, Project, and Publisher.
- Federal government RFP-driven proposal environment experience.
- Experience in both task order proposals and multi-faceted proposals.
- Knowledge of ID/IQ and Job Order Contracting (JOC) type contracting desired.
- Ability to articulate complex concepts and processes in writing.
- Proven ability to effectively research subject matter and develop solutions to fulfill customer requirements.
- Experience working in a collaborative environment; ability to work well with tight deadlines.
- Effectively interact with wide range of personnel.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence required; and the ability to speak effectively before groups of customers or employees of the organization preferred.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

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**\*\*You must submit a NASCO job application to be considered an applicant. You can find and submit a job application by visiting our website at <http://www.nascousa.com/careers.html>. Please send completed application to [hr@nascousa.com](mailto:hr@nascousa.com).**

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