

**JOB TITLE:** PROPOSAL MANAGER  
**REPORTS TO:** PRESIDENT  
**DEPT./CONTRACT:** OPERATIONS – BUSINESS DEVELOPMENT  
**FLSA STATUS:** EXEMPT  
**HOURS PER WEEK:** 40

**SUMMARY:**

The Proposal Manager will manage the entire proposal process for complex federal and state proposals from draft RFP/Solicitation release to proposal solutioning and delivery. Must ensure 100% compliance with proposal requirements and submittal by RFP-mandated deadline. Establish and maintain a compliant outline, a proposal schedule, and matrix (if applicable), style convention guidelines, and be adept at overall RFP analysis. Ability to manage more than one proposal at a time is a must. Willingness to work extended hours and assist other proposal team staff in meeting deadlines. Strong writing, editing and proofreading skills, keen attention to detail, and ability to handle stressful situations. Must be very dependable and possess exceptional customer service skills. Must have Proposal Manager experience for public sector bids for a minimum of five years.

**RESPONSIBILITIES AND DUTIES:**

The following reflects NHA's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- ❖ Analyze the RFP and make associated proposal process, style, layout and content judgments
- ❖ Provide guidance to capture manager and proposal team staff
- ❖ Establish and maintain proposal schedule, compliant outline, and compliance matrix (if applicable) of RFP requirements
- ❖ Approve template, cover, spine, tab, and label content (text and artwork)
- ❖ Gather and submit RFP questions
- ❖ Plan and lead kick-off, status meetings, and all color reviews
- ❖ Ensure proposal is compliance with RFP requirements
- ❖ Initiate and ensure RFP and appropriate proposal sections are reviewed and approved by Legal, Contracts, and Executive Leadership
- ❖ Ensure completion of required forms by the appropriate personnel
- ❖ Prepare review packages and provides necessary guidance
- ❖ Establish and maintain the n-line workspace
- ❖ Coordinate with and supports graphics and production efforts
- ❖ Review and approve all sections for printed submittal
- ❖ Ensure on time production and communicate delivery plan
- ❖ Lead book check review
- ❖ Create a positive work environment, demonstrates a professional attitude, and meets established goals and responsibilities while working in cooperation with colleagues.
- ❖ Other duties as assigned

**QUALIFICATIONS:**

- ❖ At least 5 years of strong leadership, teamwork, interpersonal skills and experience with managing, creating and winning multiple proposal efforts in U.S. Government.
- ❖ 4-year (Bachelor's) degree preferred; however, directly applicable work experience will be considered for equivalency.
- ❖ Familiarity with Federal and State agencies overseeing healthcare programs - DHA, VA and CMS, is preferred.
- ❖ Ability to understand and interpret the RFP requirements and evaluation criteria of the proposal.
- ❖ Patience and people skills to achieve effective progress, anticipate problems, and keep proposal activities moving forward.
- ❖ Proven track record in managing and motivating large winning cross-functional capabilities and proposals effectively and consistently.
- ❖ Understanding of Federal and State markets, trends, competitive pressures, and regulatory constraints.
- ❖ Strong written and verbal skills to effectively communicate the proposal process and status across the proposal and capture team members and upwards to management.
- ❖ Understanding of pricing, baseline pricing strategies, and the evolution of pricing strategies into business strategies that are competitive and compelling for the customer.
- ❖ Ability to gain internal support, operate independently with limited supervision and feedback, and establish a solid working relationship with technical staff, managers, and peers across the organization.
- ❖ Exceptional time management skills.