

RFP/Proposal Manager

COMPANY SUMMARY

Are you ready for an exciting career with a technology firm that is working on cutting-edge products that continually set the bar for the competition to follow?

Then come join the geoAMPS team and be part of a software-product organization that has a cool work culture, great work atmosphere and amazing growth potential. We are currently hiring an **RFP/Proposal Manager** for our office in Powell, Ohio, and we would love to talk with you about your work experience and career objectives.

geoAMPS is the market leader in providing software solutions to manage land rights and infrastructure assets. geoAMPS was founded on a simple notion: offer the best technology solutions while forming lasting relationships with our clients. We are pushing the industry forward by bringing state-of-the-art technology, increased communication and quicker project completions for our customers.

JOB SUMMARY

The **RFP/Proposal Manager** will be responsible for an individual contribution in preparing proposals by determining overall strategy and approach; gathering and formatting information; writing and reviewing drafts; and obtaining approvals. He/she will also be responsible for managing staff to meet all deadlines; helping improve quality and productivity; and tracking department metrics.

PRIMARY RESPONSIBILITIES

- Source and qualify potential bid opportunities
- Review bid request documents for scope gaps, and legal or business concerns
- Determine overall proposal strategy/approach, and communicate with the team
- Create accurate and persuasive proposal documents. Develop proposal content including: cover letter; executive and proposal summaries; implementation timeline and methods; staffing plan; budget; functional and technical requirements; appendices; etc.
- Collaborate with team members to assemble proposal materials
- Write and edit proposal drafts, and review other staff members' work
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review and approval
- Obtain approvals by reviewing proposal with key providers and project managers
- Develop and/or maintain department procedural documentation, including: Standard Operating Procedures (SOPs), tracking metrics/Key Performance Indicators (KPIs), etc.

- Review current departmental processes to identify potential areas to improve quality and productivity at both the individual and department levels
- Provide oversight of department's priorities, and work with staff to complete tasks on time and of high quality

SKILLS/EXPERIENCE

- Must have 5-7 plus year's work experience in RFP proposal writing
- Must be able to provide response win rates
- Clear and concise written and oral communication skills
- Detail- and deadline-oriented
- Technical documentation
- Strategic planning
- Able to work well in high-pressure situations
- Must be able to work well independently and within a team environment
- Knowledge in the market is a plus
- Layout/graphic design knowledge a plus

EDUCATION

- Undergraduate degree in English, Marketing, or similar

WHAT IS IN IT FOR YOU

- Being an integral part of a dynamic, growing company that is well-respected in its industry
- Competitive pay based on experience
- Medical, dental and life-insurance benefits

***You must be legally entitled to work in the United States in order to apply for this position. geoAMPS is an equal opportunity employer.**