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# Example of Proposal Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of proposal manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for proposal manager

* Work with Proposal & Graphics Director and Business Development staff to create effective schedules for writing and producing materials in a timely, resource-efficient manner
* Create Nextra item and provide link to proposal engineering
* Work with internal Virtustream personnel representing various corporate interests such as finance, legal, contracts, and risk and manage all associated checklists and approval processes
* Candidate will be required to have a strong focus on Pipeline type bids
* Work directly with VPs and DBDs to identify technical writers/Subject Matter Experts and develop writing packages and proposal response shells
* Monitor online repositories
* Ensure the final proposal satisfies all RFP requirements
* Receives and writes questions and submits to contracting office for response
* Ensures that formats, font size, page count are consist with the Governments requirements as described in the proposal documents resulting in a compliant response
* Manage and monitor proposal schedule, timelines, and milestones from initiation to delivery to meet RFP requirements

## Qualifications for proposal manager

* Experience working with all levels and functions within an organization
* APMP certification preferred, but not required
* Extensive experience in document formatting tools including Microsoft Office Suite (Word, Excel, SharePoint, Adobe Acrobat)
* At least three years of successful proposal management experience in a government contractor environment, including supervision and management of personnel
* Adept at maintaining multiple proposal efforts at once
* Three to five years of successful proposal management experience in a government contractor environment, including supervision and management of personnel