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# Example of Proposals Manager Job Description

Our company is hiring for a proposals manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for proposals manager

* Guide business team and support functions to ensure tender proposal, contract negotiation and execution meets regulatory requirements and internal contracting policies
* Participates in cost and contractual input
* Develops pre-proposal and proposal related submissions, RFI – Requests for information, recommending the layout of the proposal
* Develop and deliver progress reports, proposals, requirements documentation, and may present results to management team and/or management
* Receiving and analyzing requests for proposals (RFPs) from Business Development (BD) and ensuring appropriate subject matter experts (SMEs) are assigned to and aware of the RFP
* Preparing and modifying proposal text, budgets, and cover letters responding to requests for proposals (RFPs) and rebids, without assistance from proposal management staff and based on feedback received from SMEs
* Suggesting and implementing pricing and proposal strategies to improve quality of proposal
* Managing the proposals process from RFP receipt to proposal delivery, identifying potential barriers or risks for completion and identifying and implementing mitigation strategies
* Directing the efforts of others in the achievement of the strategic and operational objectives
* Managing the hiring, staffing and maintaining of a diverse and effective workforce and be responsible for career development/planning, performance and pay discussions of team members

## Qualifications for proposals manager

* Must have a thorough understanding of project management processes and procedures, planning and scheduling methods, and budget management the ability to organize, schedule, and coordinate workloads to meet established milestones and budgets
* Demonstrated experience in writing proposal content and coordinating the internal and external flow of proposal inputs and outputs (RFPs, addendas, clarifications, confirmation faxes, queries, letters)
* Serve as Subject
* Or Communication or equivalent work experience
* Leads cross functional projects to continually enhance sales proposals processes and plans, directs, and implements policies and procedures related to the organization
* Oversees proposal preparation and ensures adherence to governance process