

Our company is growing rapidly and is looking to fill the role of proposals manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for proposals manager

- Manage proposals, RFIs and due diligence documents - developing and executing excellence in written communications for stakeholders over a geographically dispersed region
- Project management of multiple documents with tight deadlines (local and regional) with oversight of the team
- Interface with management and sales staff to ensure that proposals meets client/prospect requirements and reflect sales strategy
- Drive the deal process and provide consultative input and direction toward completion, teach your team how to do this
- Ensure responsiveness to the client's/prospect's stated requirements and intimacy of messaging
- Incorporate all information into a presentable, professional, and competitive presentation aligned with firm branding and narrative
- Building and maintaining relationships with internal clients over widespread geographic region, understanding cultural nuances, including language requirements
- Engaging and communicating effectively with Regional Proposals Manager to keep him informed of activity in the region
- Take the lead role and manage the tender from opportunity identification to submission
- Providing support to the Product Managers with commercialising opportunities and solutions

- Proven track record in delivering proposal management and bid advice at a senior level for high value proposals with excellent communication, influencing and impact (ideally with experience of the Assurance business within a professional services environment)
- You'll have extensive experience in influencing clients actively and positively in terms of brand management, creative, innovative and technical solutions
- Strong business background with sound experience in the financial services industry in particular Wealth
- Must have superior communication skills, both written and verbal in addition to polished presentation skills
- 5+ years experience managing & leading people, including offshore teams
- Experience in writing sales documents, understanding importance of key messages & USPs