



Associate Proposal Manager

Overview

Tyto Athene (formerly Black Box Government Solutions) is a full service integrator focused on helping clients accelerate their ability to make decisions by providing ubiquitous and secure access to enterprise information throughout their operating environment. Tyto Athene uses a myriad of technologies, innovative thinking, and proven processes to deliver successful outcomes for its clients worldwide.

We are seeking a qualified candidate to serve as an Associate Proposal Manager for bid and proposal efforts located at our Herndon, VA. This role will manage small to midsize proposal efforts as well as develop, write, and edit proposals in response to requirements derived from formal solicitation opportunities. The role will have a key role in our business development and Federal contract procurement efforts

Responsibilities

- Analyze and interpret the technical requirements of Requests for Proposals (RFPs), Requests for Quotes (RFQs), Requests for Information (RFIs), Sources Sought Notices (SSNs), and other client solicitations
- Create compliance matrices, schedules, outlines, templates, etc.
- Administer proposal reviews (i.e. Pink, Red and Gold team reviews) and make recommendations for content improvement and/or compliance
- Facilitate kick off meetings for assigned proposals
- Write, edit and proof proposal content; consolidating, rationalizing and incorporating reviewer/technical expert edits, and ensuring proper grammar
- Manage multiple proposal tasks that require rapid turnaround deadlines
- Manage the proposal process on assigned proposals from pre-RFP activities through final production and close out processes
- Develop proposal sections as appropriate (technical, management, past performance, resumes, etc.)
- Interview Subject Matter Experts and draft content for required sections
- Monitor development of the business/pricing proposal to ensure it is on track and in sync with the technical proposal
- Ensure compliance with RFP requirements
- 2-5 years' experience writing/managing proposals for Federal IT consulting companies; solid understanding of federal acquisition process, RFI, RFP, source selection, evaluation criteria, compliance matrices, and standard terms and conditions.



Requirements

- Bachelor's degree (Journalism major preferred) or equivalent related experience
- Demonstrated experience in proposal writing covering all solicitation sections (ie. Management, Technical, Staffing, Transition, Quality)
- Professional Proposal training desired
- Expert knowledge of grammar, usage, and style
- Expert knowledge of MS Word and familiarity with PowerPoint and Visio