

The Proposal Manager will co-ordinate and produce the proposal (RFI, ITT, RFP etc) response whilst assembling a proposal team with the relevant service / product / business knowledge required to win. Responsibilities include introduction and implementation of all necessary proposal procedures and processes. This is a highly networked role that requires an ability to work under pressure and to demanding deadlines.

Experience

Proven ability in planning, producing and delivering compliant proposals within a complex business environment. The Proposal Manager will be experienced in scheduling and running proposal kick-off meetings, leading storyboarding sessions, facilitating key review meetings / final document review, coordinating proposal governance / sign off, document production, and delivery of the completed proposal. Will have experience of coordinating and updating a Content Management System.

Core Responsibilities

- Delivery of compliant, professionally produced proposals within customer defined timeframes.
- Coordinate and review / edit proposal input from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery.
- Communicate and influence at a senior level.
- Ability to coach sales teams in persuasive writing and proposal best practice.
- Proposal automation software (or similar) experience.
- Document template management in line with company branding.
- Strong time management / prioritisation skills.
- Strong written English language skills.

Reporting Line

The proposal manager will be part of a larger team that has defined roles and responsibilities. The role will report into the Bid Manager or Bid Director (as appropriate).

Qualifications

Degree educated and ideally accredited or working towards to APMP Foundation / Practitioner Level.

Advanced MS Word skills & proficient in MS Office.