

Proposal Manager

Award winning ThunderCat Technology is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that delivers technology solutions and services to government organizations, educational institutions, and commercial companies. Specifically, ThunderCat is a systems integrator that brings an innovative approach to solving customer problems in and around the datacenter by providing strategies for Data Storage, Networking, Cyber Security, and Cloud Transformations. A proven leader, ThunderCat Technology provides and optimizes technologies from best of breed manufacturers. Clients include DOD, HHS, DHS, VA, Treasury, FBI, State of Virginia, Hawaii Health Systems, and Avery Dennison.

<http://www.thundercattech.com>

As a Proposal Manager, you are responsible for producing written responses to Federal (RFP). The Proposal Specialist is part of a Sales Operations team, and is responsible for coordinating the end-to-end proposal process. The Proposal Specialist position at ThunderCat Technology targets proposal responses to Federal customers and partners. The candidate shall be capable of rapidly reviewing RFI's and RFP's; supporting sales, engineering, operations, and other functions by identifying and organizing the proposal response; and writing/ coordinating the proposal response. The candidate will work very closely with the existing Sales Operations Proposal Manager.

Primary Responsibilities:

- Program management of the proposal to include work breakdown structure; management of cross-functional sales, technical, operations, and other resources; driver of win themes; and management of the overall professional content.
- Expert at rapidly editing, importing, exporting, writing, and formatting proposals for both complex bids and standard routine bid responses.
- Coordinate with ThunderCat partners and prime contractors who are Value Added Resellers and Systems Integrators to produce a cohesive package.
- Management of proposal production and related time-sensitive logistics, ensuring the correct proposal format (electronic, hardcopies, font/style management), binding, and shipping are completed.
- Analyze and report weekly, monthly, quarterly and annual key performance proposal success track record, to include wins, losses, and a database of reusable content.
- Drive the implementation and adoption of new proposal sale tools and automated systems; and, maintain and utilize current systems.
- Communicate with other peer professionals to develop and share best practices and ensure standardization across geographic regions.
- Be an example for all in terms of ethics and compliance. Conduct yourself in a manner that is consistent with the Company's Code of Business Ethics and Conduct.
- Conduct all project management operations in a manner that is consistent with the Company's Code of Business Ethics and Conduct
- Define and put processes in place for long term RFP's and short term project work.

Skills:

- Excellent written and oral communication skills to support proposal efforts that meet company licensing, branding, marketing, and legal standards.
- Advanced proficiency in Microsoft Word, PowerPoint, and Excel; knowledge of Microsoft Visio is preferred.
- Expert at developing and managing winning proposals; and meeting 100% compliance with the proposal requirements.
- Experience working with multiple solicitations at the same time and meeting deadlines.
- Capacity to work collaboratively, and act in a lead role as a proposal subject matter expert, within a team environment to meet aggressive goals and pre-defined measurement criteria.
- At least 3 year experience with Federal proposals is preferred.
- Familiarity with the basic concepts of hardware and software is preferred.
- Substantial understanding of technical, financial, sales, and marketing processes and objectives, as related to proposal management.
- Proven record of developing, writing creatively, and winning proposals.
- Excellent research and analysis skills, thorough in following issues to a successful conclusion.
- Program Management training or demonstrated project management experience.
- Excellent organization and time-management skills to keep pace with energetic sales force.

Experience:

- A minimum of 5 years of experience is required; 6 to 8 years of experience is preferred.
- A Bachelor of Science or Bachelor of Arts Degree or equivalent experience is required.
- Demonstrated ability to complete multiple, moderately complex technical tasks.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

ThunderCat does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor." Equal Opportunity Employer: disability/veteran. The Affirmative Action plans are located in the HR office and may be reviewed by applicants and employees during normal working hours.