

**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 Position is part of a Sales Operations team and is responsible for coordinating the end-to-end proposal process. The Proposal Management 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 directly for the Vice President of Sales Support.

**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.
- Ability to manage and lead 2-3 large IDIQ contracts in any given year.
- 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.