

## Director of Proposals

Currently ranked #65 on the Solution Provider 500, the award winning ThunderCat Technology is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that delivers technology products and services to government organizations, educational institutions, and commercial companies. Led by a combat-wounded CEO, 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, DHS, VA, Treasury, FBI, State of Virginia, State of NY, Sony, VISA, and CareFirst. [www.thundercattech.com](http://www.thundercattech.com)

The Director of Proposals is part of a Sales Operations team that exercises responsibility for leading the end-to-end proposal process on their behalf. These sales teams represent and sell solutions related to IT Hardware, Software, Cloud and Cybersecurity to Federal, SLED and Commercial customers. The candidate shall be capable of assessing opportunities, rapidly reviewing RFI's and RFP's; organizing sales, engineering, operations, and other functions; writing/coordinating the proposal response and submitting by the stated deadline. The candidate will report to 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.
- 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 concurrent to maintaining and utilizing 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 qualify opportunities, lead and support proposal efforts that meet applicable licensing, branding, marketing, and legal standards.
- Advanced proficiency in Microsoft Word, PowerPoint, and Excel is required; knowledge of Microsoft Visio is preferred.
- Expert at developing and managing winning proposals; and meeting 100% compliance with the proposal requirements.
- Substantial understanding of technical, financial, sales, and marketing processes and objectives, as related to proposal management.
- Excellent organization and time-management skills in 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.
- Familiarity with the basic concepts of IT hardware and software is preferred.
- Shipley or APMP certification is required.

- Proven record of developing, writing creatively, and winning proposals using Shipley or APMP methodologies.
- Excellent research and analysis skills, thorough in following issues to a successful conclusion.
- Program Management training or demonstrated project management experience.

**Experience:**

- A minimum of 5 years of proposal experience is required; 6 to 8 years of proposal experience is preferred.
- Experience working for a IT Value Added Reseller.
- Experience with major Federal Contract vehicles such as NASA SEWP V, CIO-CS, or Army CHES is highly prized.
- A Bachelor of Science or Bachelor of Arts Degree or equivalent experience is required.
- Demonstrated ability to complete multiple, moderately complex technical tasks.

Must reside within 100 miles of the Reston, VA office.

Salary and compensation commensurate with experience. Benefits include health club membership, health insurance dental, vision, short- and long-term disability, life insurance and 401(k).