

Proposal Coordinator

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

The Proposal Coordinator will be responsible for assisting the Sales Support Team in the planning, coordination, development, and production of proposals. Assist in the preparation of proposal outlines and schedules and ensures compliance with RFP requirements. Distributes and updates proposal schedules, contact lists, and agendas for team status meetings. Monitors status of proposal development-related documents for completeness and compliance with RFP requirements. Communicates necessary document edits and updates with the Proposal Manager. Additional proposal development roles may include participating in proposal reviews and desktop publishing as needed.

Primary Responsibilities:

- Administers and coordinates activities involved in the development and revision of proposals.
- Performs desktop publishing for all color reviews and submissions (hard-copy and electronic).
- May coordinate with subcontractors to collect data required for proposal development.
- Develops RFP/Proposal cross-reference matrices and other tracking products in concert with the Proposal Manager.
- Responsible for administration and operation of web-based collaborative tools for proposal development such as SharePoint
- May perform as Junior Proposal Manager on RFIs and small proposals
- Participates in special projects as required.

Skills:

- Expertise using the following software programs is required
 - SharePoint 2010 or above
 - Adobe PDF
 - MS Office Suite - Emphasizing the following programs: MS Word, MS Outlook, MS Excel and MS PowerPoint
- Knowledge of the following software is a plus: Visio, Adobe Illustrator and MS Project 2010 or above
- Strong Organizational skills
- Ability to complete work under tight deadlines
- Strong Written and Verbal communication skills
- Strong ethics and integrity

Experience:

- Must have experience coordinating the work of others to meet strict schedules.
Must have strong communication and planning skills, be a team player and self-starter.
- One year of proposal preparation and analysis experience for a government contractor or equivalent technical experience preferred but not required.
- Bachelor's Degree preferred but not required.

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).