



## Senior Proposal Manager

**Location: St Petersburg, FL; Arlington, VA; or Remote**

**Essential Functions and Job Responsibilities:** The successful candidate will work as an integral part of EMKS's proposal team and be responsible for managing proposals from kickoff to BAFO to contract award -- including documents, logging/tracking inputs, communicating with team members [internal and external], and drafting/editing text [notably resumes, past performance and management approaches]. Our proposal team works with technical subject matter experts on the development of solutions and white papers; coordinates and collaborates with Capture Teams to develop and document win themes and key messages; and manages documentation and processes.

**Additional responsibilities include:**

- Reading and interpreting solicitations to identify critical items required for compliant responses
- Creating proposal schedules and meeting deadlines
- Leading activities required to successfully assemble multi-functional teams to perform Storyboard, Pink, Red, and Gold Team proposal reviews
- Interviewing Subject Matter Experts and independently developing content/writing proposal sections with their assistance/input
- Assisting other writers by providing shell proposal sections, graphics, draft cover letters, and boilerplate materials
- Formatting/creating documents, presentations, and spreadsheets as needed in response to solicitations and tracking internal processes
- Identifying, assessing, resolving, and/ or escalating issues as needed
- Reviewing proposals to ensure sections comply with RFP requirements, contain win strategies, win themes, and comply with format and style criteria
- Maintaining proposal libraries

**Minimum Qualifications:**

- Bachelor's degree in Computer Science, Engineering, Mathematics, or closely related field with 5+ years of proposal management experience. An equivalent combination of education, certification, and relevant experience may be considered
- Knowledgeable on the Federal Procurement Process and the FAR
- Excellent language skills, including writing, editing, and verbal communication and presentation skills
- Must have the ability to gain and hold attention as well as facilitate communications in proposal meetings, red-teams, etc.
- Excellent command of Word (including the use of styles, tables, TOC, sections, etc.), Excel, PowerPoint, and Outlook as well as ability/aptitude to work with SharePoint and Web applications for collaboration and tracking activities
- Ability to personally format documents, create presentations, and build spreadsheets



- Strong organizational skills - i.e. can ensure consistent adherence to processes and maintenance of data files/directories
- A self-starter who is able to work under minimal supervision
- Must bring the skills and attitude necessary to work in a collaborative environment
- Must be willing to be flexible in work hours and demonstrate a commitment to meeting deadlines
- Should be resilient in the face of adversity, manage stress, and preferably have a sense of humor to deal with tense situations
- Excellent verbal and written communication skills, including excellent customer relationship skill sets
- U.S. Citizenship is required. Candidates selected must be able to successfully pass a client background investigation

**Additional Desired Qualifications:**

- Master's Degree English, Creative Writing, Business or similar field
- Working knowledge of responding to IDIQ Task Order Requisitions
- Strong experience with document management tools such as SharePoint.
- Experience with web-based commercially available BD databases (i.e., GovWin, Fed Biz OPS, Federal Procurement Data System, etc.)

EM Key Solutions provides our customers with value-added management consulting and information technology services that consistently deliver success. From Systems Lifecycle Support and Healthcare IT Solutions to Network and Desktop Solutions and e-Business, EMKS is focused on making our clients' businesses run smoother and better. With a highly trained technical staff, we apply state-of-the-art information technologies, the industry's most advanced methodologies, and broad-based support services to clients in U.S. Government agencies and the commercial sector.

**EMKS is an Equal Opportunity Employer.**

**All qualified candidates are encouraged to apply, including:  
Minorities, Women, Individuals with Disabilities, and Protected Veterans.**