

Job Title: Proposal Writer/Coordinator

Department: Marketing

Reports to: Director, Market Development

Location: San Francisco, CA

Position Summary:

The Proposal Writer/Coordinator is responsible for writing winning proposals to government agencies (particularly but not limited to school districts, state departments of education, and the US Department of Education). This includes responding to RFPs, RFIs, and other formal solicitations, as well as writing traditional sales proposals to secure business for the company. The marketing proposal writer contributes to all aspects of proposal delivery including research, interviews, writing, editing, design, and production.

Responsibilities:

- Review RFIs/RFQs/RFPs/etc. to develop the proposal response, interpret and analyze customer requirements, and craft questions seeking clarifications from government agencies.
- Coordinate and manage the production of proposal drafts and finished proposal documents. This includes writing, editing, and all other aspects of the production of a compliant finished proposal including the performance of hands-on production.
- Develop, manage and upgrade boilerplate materials, with input from relevant departments, to support proposal development.
- Develop and maintain a content library of proposal responses, response materials (e.g. resumes of key staff, etc.) and responses to frequently asked questions.
- Perform other related duties such as the creation of sales proposal templates and other written materials to support product marketing.

Qualifications:

- A minimum of five years of applicable experience in a proposal development capacity.
- Ability to work under strict deadlines in a fast-paced work environment; ability to work extended hours as necessitated by proposal requirements.
- Excellent communication skills.
- Outstanding writing skills. Demonstrated experience in writing, editing and producing complex proposals and/or grants.
- Highly organized and detail oriented.
- Ability to work successfully with cross-functional teams including sales, professional services, and product management.
- Education sector domain knowledge and/or experience highly desirable.
- Able to work effectively on multiple, concurrent projects.
- Significant proficiency with Microsoft Office applications: Word, Excel, and PowerPoint.
- Valid driver's license