F-10-720-000

JOB DESCRIPTION

Position Title:	Capture Manager	Date:	June 2019
Unit:	Business Development	Location:	Utah
Department:		Pay Range:	$20.00 - $30.00/per hr. Salary Target: $40K - $60K
Supervised By:	Bronson Aken	Status:	

Position Summary:	Develop high quality proposal content for technical (data center consolidation, application development and mobile computing, cyber security, cloud computing, business process management, and enterprise infrastructure management), management and past performance response sections. The individual must clearly convey information in accordance with corresponded annotated mock ups that result in compliant, credible and persuasive proposals. As a key member of the proposal team, the Proposal Technical Writer must be able to effectively communicate and collaborate with personnel (through interviews and discussion) at all levels of the organization.

Essential Functions:
• Able to understand complex IT solutions to the extent necessary to interview/write or collaborate to develop the written response
• Assists SMEs (Subject Matter Expert(s)) by suggesting and/or developing graphics (charts, process flows, screenshots, etc.) that convey the theme or solution being proposed
• Writes original text for corporate experience, past performances, standard business practices (project management/staffing/quality/transition plans), and resumes in response to RFPs/RFQs deadlines
• Interviews proposed personnel, project managers, and other corporate staff to elicit the data required to generate proposal content
• Finds, analyzes, and synthesizes written content from proposal libraries; revises and re-purposes it for new efforts, ensuring the content is tailored to meet the solicitation requirements.
• Follows established proposal development policies and procedures.
• Manages repository and other proposal libraries as required in the SharePoint library.

• Participates in technical solutions/theming sessions and proposal color reviews, as necessary.
• Performs technical rewrite/edits on proposals, as necessary
• Participate in proposal strategy sessions, readiness reviews, kickoff meetings, and daily stand-ups
• Clearly communicates all assignments, conducts appropriate follow ups
• Supports Business Development (BD) team members and BD leaders throughout firm with specific data requests
• Assists with market research to support strategic planning and capture activities in the Federal IT market.
• Monitors public databases, Government Agency websites, and Government Agency procurement forecasts
• Perform other duties or special projects as required or as assigned by Director of Proposal Management and/or Sr. Vice President of Business Development
• Maintain version control on all documentation, follow document development life cycle, and ensure documentation is current at all times

Other Functions:
• Other duties assigned by supervisor/manager.

Working Conditions:	Office conditions.
Work Hours:	As assigned by supervisor/manager.
Equipment/Technology Used (Other than Standard Office Equipment):	Equipment as needed to support technical proposal writing efforts.
Physical Demands:	
Mental Demands:	Able to perform all tasks as required by contractor or supervisor. Able to multi-task.
Communication Demands:	Able to communicate (i.e., verbal and written) with all levels of personnel both internally and externally.

Minimum Qualification Requirements (In Addition to Physical, Mental, and Communication Demands Listed Above):

Education:	College degree – BS/BA, preferably in English, writing or related field of study
Experience:	• Experience in the information technology and telecommunications industry
	• Proven skills in producing and editing proposal content within a complex business environment
Skills/Knowledge:	• Strong organization skills for content management and collaboration • Excellent technical writing skills and ability to create new content in response to emerging requirements while leveraging approved content and approaches • Ability to work with company stakeholders across functional competencies and management levels
	• Ability to review and correct material for content, style, and compliance with internal and external standards • Ability to document complex technical, legal, and compliance concepts and processes in a clear and concise manner in both written and graphic formats
	• Strong eye for grammatical, spelling, and other editing errors • Proficient in Microsoft Word, Excel, and PowerPoint
	• Proven ability to meet aggressive timelines with limited resources • Capability to handle sensitive material in compliance with all internal and external requirements

EOE Minorities/Women/Disability/Veteran

The information in the above position description indicates the general nature and level of work performed by a staff member in this job group. It should not be viewed as comprising all duties, responsibilities, and qualifications of staff members assigned to this position. Management has the right to change or delete information in the position description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Submitted/Reviewed by:

Supervisor: _____ Date: _____

Department Manager: _____ Date: _____

Position Description Reviewed and Accepted by:

Human Resources:_____ Date: _____

Revision	Date	Section	Paragraph	Summary of Change
000	5/20/16	--	--	Initial issue