



**Vector Planning & Services, Inc.  
591 Camino De La Reina, Suite 725  
San Diego, CA 92108**

**Subject ID: Proposal Manager**

**Location: San Diego, CA OR McLean, VA**

**Primary Responsibilities:**

- Distill RFP/RFI/SOW/PWS requirements and develop technical and management assessment and bid capability analysis and presentations.
- Develop and/or oversee proposal story boards and manage proposal development efforts as well as the development compliance matrix driven Pink and Red Team drafts of responses in solicitation.
- Develop proposal supporting documentation including story boards, section theme documents and writers instructions.
- Apply technical writing skills and Company experience research data to develop fully compliant proposals.
- Must be able to research near term and far term emerging opportunities and associate resources and preparation activities to prepare proactively.
- Must be capable of coordinating and controlling the entire proposal process from opportunity identification to post submittal activities.
- Identify opportunities using market intelligence tools to assess opportunities and align with strategic objectives of the company

**Qualifications & Required Skills:**

- 3 to 5 years of Proposal Support – Must have previous experience as either a Proposal Manager or Senior Proposal Coordinator experience. Will accept experience as a coordinator in lieu of Management Experience.
- Excellent writing skills and written communication abilities.
- Bachelor's degree is required.
- Ability to distill, at times complex, technical and management requirements and align company strengths, weaknesses in response to RFPs.
- Ability to multitask and work in a fast paced environment as well as meet aggressive deadlines.
- Ability and willingness to work on weeknights and weekends as needed during RFP response periods.
- Ability to obtain/maintain Top Secret level clearance. Current possession of active Secret or Top Secret clearance level is preferred.

**Desired:**

- A person with the experience managing, coordinating AND writing - must have volume development, lead and technical writing capability.

**Submission Requirements:** All qualified, interested candidates should submit their Word or PDF file formatted resumes to [Recruiter@myvpsi.com](mailto:Recruiter@myvpsi.com) for consideration.

**Vector Planning and Services, Inc. is an EEO/AA Employer.**