



Proposal Manager

Location:	Dayton, OH, or Leavenworth, KS (potential flexibility for the right candidate)
Position Description:	SKS is looking for a part-time or consultant/contract Proposal Manager to coordinate all phases of the company's proposal process in response to U.S. Government and commercial requests for proposals (RFPs) and work to develop business for the company. He or she will oversee the proposal team and coordinate efforts among the technical division, contracts department, contractors, subcontractors, finance department, and human resources. The proposal manager will exercise full responsibility and authority for complex government proposals and other bid preparations by ensuring all timelines are met and all proposals are in accordance with FARs. The ability to meet deadlines, a commitment to teamwork, and detailed follow-through will be the key to success in this role. Some travel may be required. Normal work schedule will be Monday through Friday. May be required to work additional hours and/or weekends, as needed, to meet deadlines or to fulfill travel obligations
Required Skills and Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree or higher from an accredited college or university. • 5 years of experience leading multi-million dollar government proposals. • Exceptional organization and facilitation skills, as well as strong attention to detail. • Outstanding communication skills, both written and oral, including a strong working knowledge of Microsoft Office. • A working knowledge of government and military contracts, GSA, and FAR. • The skill to independently define, schedule, and manage the proposal preparation process, including the ability to understand and analyze details of an RFP. • Demonstration of the necessary personality and leadership skills to engage and motivate a diverse group of SMEs, project managers, consultants, and subcontractors. • A working knowledge of the Shipley proposal process. • Must be a U.S. citizen. • This position requires a background investigation.
Preferred Qualifications:	<ul style="list-style-type: none"> • Background in education, knowledge management, communication, or psychology preferred. • A working knowledge of the Shipley proposal process.
Date Posted:	December 2013
Closing Date:	When filled

To Apply

Visit www.strategickS.com and click on the **Careers** link at the bottom of the page.

About SKS

Strategic Knowledge Solutions, Inc. (SKS) is a service-disabled veteran-owned small business that focuses on knowledge management, organizational learning, and expertise development. SKS provides exciting growth opportunities for highly qualified and motivated individuals. We offer competitive salaries and outstanding benefits including a 401(k) plan, annual bonuses, and professional development programs. SKS is an EEO/AA employer.