

## Job Overview

We are looking for an articulate, persuasive proposal writer to join our team. The proposal writer develops and produces final proposal packages that align with the strategic vision, the business goals and objectives and the client/prospective clients needs and requirements.

## Responsibilities

- Determines proposal concept by identifying and clarifying opportunities and needs; studying requests for proposal (RFPs); attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposal with key providers and project managers.

## Qualifications

- Technical writing or experience in technology preferred.
- Samples of work or writing test required.
- Proficient with Microsoft Office Suite.
- Proficient computer and organizational skills, as well as attention to detail.
- Proficient in written and verbal communication.
- Ability to meet deadlines.
- Good strategic planning abilities.

Must be a U.S. Citizen and U.S. based.



# Technical Proposal Writer

**To Apply:**

Please send your resume to [Resume@dlzpgroup.com](mailto:Resume@dlzpgroup.com).