



**Title: Sr. Proposal Manager**

Location: REMOTE

Employment Type: Full-time

**Summary:**

ATP Gov is seeking an exceptional individual for this senior level position.

The Sr. Proposal Manager will be responsible for managing and leading the strategic and some tactical public sector proposal efforts for ATP Gov. The right candidate will have a proven track record of assessing and reviewing proposal tasks and developing win themes and strategies for a successful response. The Sr. Proposal Manager will lead and actively participate in the organizing, writing, editing, illustration, and production of the final product. The Sr. Proposal Manager will be responsible for project management of the effort to include identifying personnel, task management and delivering a compliant and compelling bid to the customer. The Sr. Proposal Manager will also be tasked with growing and evolving the use of best practices and enhancing efficiencies throughout the process.

**Duties & Responsibilities:**

- Review solicitations, develop proposal plans, and build and manage to outlines and schedules
- Manage a team of assigned cross-functional personnel to ensure all aspects of proposal submission are complete
- Coordinate and lead meetings for the proposal effort
- Interface with proposal consultants, advisors, and subcontractors as needed
- Identify gaps and win themes to develop a winning bid
- Provide detailed guidance to virtual team on tasks and manage them to the project timeline
- Monitor and communicate on all amendments and modifications to the solicitation
- Take responsibility for delivery of a compliant and compelling bid
- Lead post proposal efforts on debriefs, kick-offs, lessons learned, etc.

## **Performance Expectations**

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers, and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

Candidates for the job should possess excellent organizational skills as well as the ability to efficiently multi-task. Ideal candidates have a strong focus on day-to-day operational excellence, and a personal style that builds trust and inspires loyalty. The candidate should be motivated, proactive, be able to learn and adapt quickly.

## **Additional Qualifications:**

- 4-year college degree or equivalent work experience
- At least 8 years of Federal Contract Proposal Management experience
- Detail oriented individual
- Superb project management, time management, interpersonal and communication skills
- Excellent writing, editorial and proof-reading skills
- Proven leadership and motivational skills to manage virtual support teams
- Experience in managing large proposals in the federal government space
- Proven ability to conceptualize and story board win themes and proposal narrative
- Expert Microsoft Office skills

## **Additional Details:**

Includes a competitive base salary, no-cap commission, and full benefits (PTO, 401(K), Health Insurance). ATP Gov is an Equal Opportunity Employer.

ATP Gov is a leading provider of [information technology solutions](#) for the Federal Government. Our customers rely on us to meet their goals and technology challenges with intelligent solutions. We have carved a niche by anticipating our client's needs and focusing on their mission, not ours. We provide the highest quality computer products, supplies, and services at competitive prices via notable contracts such as SEWP V, GSA, 2GIT, and ADMC-3. We pride ourselves on the depth and breadth of our partnerships, that range from proven industry leaders to partners with solutions on the forefront of technology. Regardless of how our customers consume technology, ATP Gov can help them prepare for what's next.

In addition to our Northern Virginia Headquarters, we have representatives all over the United States and support that stretches across the globe. To learn more, visit our website at [www.atpgov.com](http://www.atpgov.com) or call 1-888-425-1339.

SEND APPLICATIONS TO: [HR@atpgov.com](mailto:HR@atpgov.com)