

Proposal Writer

Responsibilities

The proposal writer will be a member of the Business Development/Capture team and will be responsible for publishing business proposal documents. This includes not only creating high quality/technically competent/winning responses, but also developing proposal outlines, compliance matrices, writing proposal content, and managing deadlines for Federal and State Government Agency proposals.

- Analyzes RFPs, RFQs, RFIs, and SSNs and develops compliance matrices.
- Participates in proposal kickoff meetings with internal and partner team members.
- Participates in pre- and post-proposal technical solution sessions and translates solutions into well-written proposals.
- Researches background and other available information on assigned proposals prior to RFP/RFQ. release in order to gain full understanding of topic and issues prior to beginning to write content.
- Prepares abbreviated outlines/overviews of RFPs and RFIs focusing on important proposal specifications.
- Delivers compliant, professionally produced proposals within defined time frames.
- Outlines and organizes submittal to be responsive to client requirements, including content, format, forms, and other information.
- Adheres to proposal development timeline and deadlines.
- Compiles and writes proposal content for proposals, including technical sections, management and staffing sections, past performance.
- Synthesize raw content from various sources into a cohesive and comprehensive passage.
- Reviews and edits sections drafted by other contributors.
- Edits content for clarification and consistency.
- Ensures final submission is compliant and all client requirements are addressed.
- Conducts proposal production including printing, binding, packaging, and submittal.
- Researches, monitors and refers RFP/RFI opportunities to management.
- Participates in lessons learned sessions post-RFP delivery.

Qualifications

- Minimum 3-years work experience as a writer/editor in the federal proposal environment, preferably for CMS, healthcare (Medicare, Medicaid).
- 4-year degree in a related field (e.g. English, Journalism, Business Writing, etc.) or equivalent work experience in a federal government proposal environment.
- Skilled at organizing and translating information into clear written documentation; articulating complex concepts and processes in writing.
- Exceptional organizational skills and an ability to manage competing priorities under tight deadlines.
- Proven ability to effectively research subject matter.
- Possesses understanding of the proposal processes.
- Experience in analyzing proposal requirements.
- Schedule driven and willing to work extended hours when required to meet proposals deadlines.
- Strong editorial and proofreading skills.
- Strong written and oral communications skills and problem-solving/decision-making skills.
- Ability to adapt to schedule changes & slips, project re-scopes, and customer directed changes to ensure compliant product delivery.
- Able to join new projects quickly and work effectively with a diverse and dispersed team.
- Proficiency in Microsoft Word.
- Ability to support proposal efforts in Baltimore/Washington DC metro area.

NHA is an equal opportunity/equal access employer fully committed to achieving a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected class.