

POSITION DESCRIPTION

US BASED | PROPOSAL MANAGER

Position Type: Exempt Full-time
Location: EAI US Headquarters, Washington, D.C.
Supervisor: New Business Development Team Leader

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year record of accomplishment implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

POSITION OVERVIEW

EAI seeks a highly motivated Proposal Manager to support our business development efforts. Working with the New Business Development Team Leader, the Proposal Manager will support developing proposals for USAID, the US Department of State, foreign bi-lateral governments, multi-lateral institutions, foundations and corporate entities. This position establishes and ensures adherence to all proposal policies, procedures, and timelines to develop a submission of its technical and financial proposals and ensuring they are responsive, compliant, and always ranked within the competitive range and award. The Proposal Manager is also involved in preparatory efforts for bid pursuits, including developing partnerships and clients, tracking procurement opportunities, and providing guidance and/or participating in pre-bid intelligence.

DUTIES AND RESPONSIBILITIES

- Works with the New Business Development Team Leader, Technical Lead, and Country Directors, where applicable to form the Proposal Development Team.
- Develops the proposal development packet for kick off, including the proposal development calendar.
- Organizes and leads the Kick-off Meeting and all other preparatory meetings.
- Manage the proposal process through all phases to ensure submission of high quality, compliant and competitive proposals while ensuring strict adherence to deadlines.
- Develops, in collaboration with the proposal team, technical and cost volume outlines, writing assignments, compliance matrices, and layout and style protocols.
- Collects and submits proposal team questions to the client.
- Assist the New Business Development Team Leader in facilitating design sessions that result in agreed upon program design responsive to the procurement document.
- Arranges Rainbow team reviews; assembles relevant documents for the reviews.
- Reviews Technical and Cost Volumes, including annexes; conducts re-writes and substantial technical editing, as required.
- Support recruitment of personnel when requested.

- Holds regular checkpoint meetings with proposal team to ensure adherence to schedule, check quality and compliance of response, surface potential problems early.
- Ensures overall proposal responsiveness to, and compliance with, the solicitation.
- Oversees preparation of the proposal for final delivery to the client.
- Monitor donor databases and websites daily to identify new funding opportunities, donor funding trends, and relevant country information to position the organization for new funding and growth.
- Support various research studies such as competitor/collaborator analysis, analysis of donor and industry trends, to inform capture.
- Maintain department trackers, databases, and other BD reports.
- Ensure all proposal documents are stored in the proper files.
- Proactive involvement within the international development industry and proposal management profession to stay abreast latest developments, innovations, and best practices.

PROFESSIONAL EXPERIENCE

- Bachelor's Degree in International Development, International Affairs, Public Policy or another relevant field required.
- 4 years' experience working in business development/proposal management, with a focus on procurements issued by US Government Agencies such as USAID and the Department of State. Additional experience in the management of proposals for other non-US donors such as the World Bank, the UK Department for International Development (DFID), or with international development organizations is a plus.
- Experience with proposal coordination and meeting facilitation.
- Proven writing skills supporting competitive proposals.
- Strong interpersonal and teamwork skills.
- Exceptional attention to detail.
- Proficiency in Microsoft Office Applications.
- Strong written and verbal communications skills in English required.
- Ability to be proactive, manage multiple priorities, and meet tight deadlines required.
- Willingness to travel internationally, if needed.
- Fluency in a second language desired; French preferred.

EAI offers a competitive salary, benefits, and the opportunity to become a key member of an innovative and dedicated international team. To apply, please send your CV along with a detailed cover letter demonstrating your qualifications for the position along with an overview of your reasons for interest in the position and joining EAI. Please send these documents to: jobs@equalaccess.org. Include **"Proposal Manager-2019"** in the title of the email. Emails not containing the above-mentioned information or subject line will not be reviewed.

Applications will be reviewed on an ongoing basis; however, applications are preferred by August 30, 2019. Please note that interviews may begin, and a candidate may be chosen prior to this date. **Only those selected for interviews will be contacted.**

Applicants must have the right to work in the U.S. EAI does not provide sponsorship.

EOE M/F/D/V