



Proposal Manager

Martin UAV is seeking a highly organized, detail-oriented Proposal Manager to lead proposal efforts for Martin's Unmanned Air Systems (UAS). The successful candidate will possess demonstrated leadership experience managing proposal responses for sales of Defense and Commercial systems, hardware, services, logistics support and software. The Proposal Manager will participate in opportunity-specific solution sessions and provide thought leadership in developing customer-focused, persuasive solutions that incorporate value propositions, win themes, and well-defined methodology/approach concepts. This position will report to the Vice President of Business Development and will work out of the Martin corporate headquarters facility in Plano, TX.

Responsibilities

- Coordinate with Business Development/Capture Managers on a regular basis to ensure Proposal Development efforts are focused, expectations are clear and on schedule.
- Analyze draft and final RFP documentation; create the compliance matrix; and develop, collect, and review clarifying questions of the RFP requirements.
- Prepare all supporting proposal development documentation including the proposal management plan, schedule, kick-off meeting materials (provided by Business Development), annotated outline with content and page allocation guidance, writer assignments, writing templates, data calls.
- Initiate regularly scheduled standup calls to review proposal development status and identify issues/challenges from proposal team members requiring resolution.
- Monitor solicitation developments (amendments, answers to questions, etc.) and keep proposal writers/teammates updated, revising proposal outline/schedule/etc. as appropriate.
- Manage/track data input requirements from across company functional sections, internal Subject Matter Experts, and participating external teaming partner/consultant representatives.
- Write proposal content (e.g. Executive Summary, Technical and Management Approach, Past Performance Descriptions).
- Conduct iterative reviews of draft proposal sections to identify gaps in compliance and provide inputs to increase the quality and persuasiveness of proposal content.
- Coordinate color team reviews in accordance with the proposal schedule, develop reviewer in-briefs, and consolidate/organize reviewer comments into proposal writer out-brief presentations.
- Document identified proposal development execution issues as they occur; lead post-submission Lessons Learned and support corrective action planning/implementation.
- Maintain critical corporate repositories including submitted proposals; corporate-formatted resumes; marketing materials; and internal guides, procedures, and templates.

- Perform ad hoc tasks and support internal initiatives as assigned.

Qualifications

- Undergraduate degree in Communications, Marketing, Business, English, or related highly analytical field of study.
- Minimum of 5-7 years of Proposal experience supporting US Govt (FAR 15), IDIQs and Task Orders and Commercial proposal development efforts in roles of increasing responsibility.
- Experience with and understanding of FMS/DCS sales, ITAR and Export Compliance.
- Proficient with MS Office Suite, CRM and graphics creative tools (ex. Adobe, Visio).
- Excellent written and oral communication skills, including the ability to interact professionally with multiple levels of internal and external customers; high proficiency in technical writing/editing, with a sharp eye for detail.
- Capability to perform tasks independently, with minimal supervision, and proactively anticipate emerging work requirements.
- Ability to work extended hours and weekends during surge periods (if needed).

Desired Skills/Experience

- Proposal Management Training (ex. APMP).
- Ability to perform desktop publishing and create graphics.
- Current US Secret security clearance.
- Experience with Unmanned Air Systems (UAS).

Clearance

Must be a U.S. citizen with or with the ability to obtain a US Secret security clearance.

