



JOB POSTING

PROPOSAL MANAGER

Reports to: President/CEO

Job Location: San Francisco/Remote

State: California

About Us

D&A Communications is a full-service boutique communications agency with 20+ years of experience serving both public and private sector clients in San Francisco and the Bay Area. Our agency specializes in developing integrated communications strategies for social impact initiatives, branding and advertising, corporate social responsibility, diversity and inclusion programs, reputation management, digital and social media, and implementing public engagement tactics for corporations, municipalities, urban developers, A/E firms and non-profit organizations.

About You

Are you a master of two worlds, one where your superior creative writing skills reign supreme and the other where your technical and bureaucratic writing prowess is unparalleled? Can you expertly intermingle the two styles into a dynamic proposal that reflects both the mission of the company you're representing and the needs of the client? Can you pick up and emulate voice and tone like you've been writing the same content for years? Do you have an almost annoying commitment to small detail and extreme organization skills?

Maybe you have previously worked in public policy or government drafting incredibly technical and bureaucracy-friendly documents. Perhaps you've been in the public education or engineering space doing grant writing within specific constraints. Maybe you loved writing within a specified context but craved a bit more creativity. If any of this sounds like you, please keep reading!

Position Overview:

This crucial position develops proposals in response to RFP's from various agencies of the local, state and federal governments. You would be responsible for tracking and researching available RFPs and maintain a good understanding of upcoming work with public agencies. You will work directly with company staff and the CEO in a seamless and organized process to develop creative, timely and error-free proposals and qualifications packages. You will analyze RFP/RFQs, develop customized communications scope, tailoring all materials from resumes to project descriptions to firm profiles utilizing valid go/no go processes while managing schedules and production. You will create content



and checklists relevant to each proposal and ensures the accuracy and completeness of proposal requirements within established deadlines. You will develop and execute full proposal plans including theme development and compliance.

Roles and Responsibilities (Essential Functions)

- Prepare, maintain and manage a proposal project plan and project matrix outlining all of the deadlines, milestones, deliverables and accountability.
- Drafts and completes proposals across multiple business segments within established deadlines
- Thoroughly analyze all sections of the RFP to interpret the requirements set forth by the agencies
- Proofread and edit all materials for proper and correct grammar, spelling, punctuation and formatting as applicable to the specific materials requested
- Provide hands-on proposal services as needed to include scheduling, outlining, storyboarding, and section writing; designing, revising, and incorporating meaningful graphics; conducting reviews; editing and rewriting as needed for readability and compliance.
- Provides accurate and timely follow-up in support of negotiations.
- Partners with expert and knowledge base staff to manage the entire RFP/RFQ process
- Manages workload and prioritize activities to ensure efficient, timely completion of assignments
- Provide high quality deliverables in a timely manner, prioritizing tasks appropriately
- Partner with CEO to develop new business leads and relationships
- Other duties as needed or required

Qualifications & Skills:

- Bachelor's degree in Journalism, Communications, English or Business
- Minimum 5 years of proposal and technical writing, preferably with some connection to the public sector. Agency experience preferred.
- Knowledge of business development requirements for small firm doing business with public sector clients
- Proven ability to grasp another company's voice that results in new work, grant funding, etc.
- Proficient in Microsoft Office Suite and Google Suite
- Proven ability to communicate clearly and effectively both verbally and in writing
- Excellent writers, thoughtful communicators and creative wizards.
- Proven experience collaborating with both internal and external resources to develop strategies that meet company goals within budget and established timelines
- Proven experience successfully managing multiple projects and deliverables
- Client delivery centric
- Skilled at establishing and maintaining relationships with individuals at all levels of the organization
- Proven ability in handling confidential information and issues using discretion and judgment



- Proven ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Proven ability to write reports, business correspondence, and procedure manuals.
- Proven ability to effectively present information and respond to questions from groups of managers, clients and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must be a self-starter who effectively multi-task while maintaining the highest level of efficiency, communication, and attention to detail.
- Working knowledge of Adobe Creative Suite (CSS) – Photoshop, Illustrator, InDesign would be a plus but not a requirement

Application Process

Please submit a cover letter, resume, salary requirements, and when applicable, any other necessary information (i.e., link to your portfolio or writing samples) to sandra@hradvisors.net. Please include the position you are applying for in the email subject line. No faxed applications will be accepted. Please no phone calls.

Competitive salary and full benefits package offered with proven required skills, abilities and expertise. We do not pay relocation costs.