



## PROPOSAL MANAGER/WRITER

Location: San Francisco, CA/Remote

### About You

Are you a go-getter, hungry to absorb an immersive communications experience? Can you expertly intermingle multiple 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? Are you a persuasive writer who can develop strategic new business proposals and presentations that easily turn into new business and long-term clients?

### The Right Person

We are looking for someone who has experience creating/writing proposals, managing the proposal process and creating collateral in some of the following areas: government affairs, construction, community relations, social responsibility, land-use, transportation, health, education, and environmental sustainability. A/E/C experience is a plus.

### The Ideal Candidate

The ideal candidate has exceptional editing skills, the ability to write on demand, to write effectively on a variety of topics, strong organizational and time management skills, and is extremely detail oriented. This person must have the ability to work within a team and maintain project momentum. You are proficient in Microsoft Office Suite and have basic experience with Adobe Creative Suite.

### About the Opportunity

This crucial position is responsible for tracking and researching available applicable RFPs and proposal opportunities with public agencies and private industry. You will work directly with senior staff and our CEO in a seamless and organized process to develop creative, timely and effort free proposals and qualifications packages. You will analyze RFPs/RFQs, develop customized communications scopes, tailor all materials from resumes to project descriptions to firm profiles, bio's, utilize valid go/no go processes, and manage schedules and production. You will develop and execute full proposal plans including theme development and compliance.

### Key Responsibilities

- Prepares, maintains, and manages a proposal project plan and project matrix outlining all the deadlines, milestones, deliverables, and accountability for every proposal.
- 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
- Build, update, standardize, and implement procedures based on best practices that ensure the timeline, process and completion of an RFP submission is done successfully
- Other duties as needed or required



### Minimum Qualifications

- Bachelor's degree in Journalism, Communications, English, Business, or Technical Writing (a plus)
- Minimum 2 years of proposal and technical writing. Must have experience responding to government RFPs. Experience responding to engineering, architecture, or technology RFPs a plus!
- Minimum 2 years managing the proposal process from beginning to end
- 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 (preferably with a Mac) and Google Suite
- Working knowledge of Adobe Creative Suite (Photoshop Illustrator, InDesign at a minimum) strongly preferred
- Experience with community relations a plus!

### Key Attributes, Knowledge, Skills, and Abilities

- Proven ability to communicate clearly and effectively both verbally and in writing
- Excellent writer who can thoughtfully communicate a point with creative flair
- 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 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

### About Us

D&A Communications is focused on creating meaningful and lasting social change. We are devoted to bridging the needs of diverse communities and our clients' goals through integrated communications, authentic engagement and public participation programs that create real-world transformation.

Our mission is to build human connections and empower all people to make a transformative change that elevates our communities, creating a more just and equitable society.

D&A is a boutique, full-service equity first Agency that has been in business since 1996. We are looking for someone who is passionate about making a difference and is looking for a place to plant some roots and stay for a while.

### Application Process

Please submit a cover letter, resume, writing/proposal samples, and salary requirements to [hr@davis-pr.com](mailto:hr@davis-pr.com). Please include Proposal Manager/Writer in the subject line. No faxed applications will be accepted. Please no phone calls.

*Competitive salary and full benefits package offered to the right person with proven required skills, abilities, and expertise.*