



Proposal / Bid Manager

Position Summary

We're seeking a Proposal / Bid Manager's whose core duty is to ensure that the all of Eclipse's proposals are fully executed from start to finish. This involves coordinating the proposal process, preparing the actual proposals and working with the Account Managers and Solution Architects to compile the best response possible.

A Proposal / Bid Manager must have the ability to create, gather, assimilate and convey technical material in a concise and effective manner. This role will involve working very closely with a variety of teams to gather information and processes in order to create the documentation.

Using Eclipse's corporate templates and standards, the Proposal / Bid Manager will be responsible for building Knowledgebase documentation, Process Documentation, Process Flow Charts, etc. The individual must have excellent communication skills, and be proficient in using Microsoft applications in order to organize and represent the technical terms into an understandable format.

Essential Duties and Responsibilities

- Manage multiple RFP/RFI/RFQ assignments simultaneously while working independently and with others.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Improve proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate; implementing changes.
- Develop and maintain Knowledgebase documentation, process documentation, process flow charts, swim lane diagrams.
- Complete writing assignments with clarity, conciseness, style, and terminology.
- Must be able to prioritize tasks and schedule time accordingly.

Education and Experience

- Proposal / Bid Manager must have a Bachelor's Degree and 3 years work experience is required.
- Proposal / Bid Manager must have the required 3 years of experience documenting IT practices and solution offerings.
- Proposal / Bid Manager must have a mastery of language. Great spelling, punctuation and grammar count, as well as the ability to write succinctly and boil complex ideas down into simple explanations.
- Proposal / Bid Manager must have the ability to manage multiple deadlines, and yield consistent and quality response proposals.
- Proposal / Bid Manager must have advanced computer skills: MS Office (Word, Excel, PowerPoint, and Visio), Adobe Acrobat.
- Proposal / Bid Manager must have excellent verbal, organizational and written communication skills.
- Proposal / Bid Manager must be flexible and have the ability to interact with all levels in the organization.
- Proposal / Bid Manager must be highly motivated and able to work alone, and within a team based environment.