



ETEK LLC is built on our commitment to hire highly qualified and motivated professionals to meet the requirements of our customers, stakeholders, partners, leaders, employees and the science, engineering and technology communities we serve.

## **Job Title: Proposal Manager, Engineering and Science Solutions**

*Position Location/Zip Code: Baltimore, MD 21228*

### *Description:*

- Serves as a member of a proposal leadership team to research, analyze, prepare and submit proposals
- Ensures proposal submissions are compliant with applicable RFI/RFP/RFQ instructions and that proposal management practices are followed
- Reviews Science, Engineering and Technical Services requests for proposals/quotes (RFPs/RFQs or requests for information (RFIs) requirements
- Drives the proposal process and is proactive to meet milestones
- Partners with Solution Architects, Capture Managers and account leaders to develop the proposal
- Ensures agreed upon elements are incorporated into a cohesive and persuasive format
- Works in conjunction with capture or business development personnel in developing and generating responses
- Leads and participates in proposal reviews
- Ensure the effective application of iterative storyboarding techniques for the development of the responses
- Provides leadership and work guidance to less experienced personnel

### *Requirements:*

- BA or equivalent +8 years related experience (Physics, Engineering, Life Sciences, etc.)
- Demonstrated performance in managing tasks and resources in an uncertain, dynamic and fluid environments.
- Excellent communication skills with ability to communicate and negotiate with C-level executives
- Demonstrated capability to write clear, logical, and persuasive documents in a variety of science and engineering disciplines
- Experience in cross-functional team management
- High level of written and spoken English required
- Expert level skills in MS Word, PowerPoint, and Excel

### *Benefits:*

Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Disability, 401K, Education/Training Assistance, Incentive Bonuses