



Proposal Writer

Responsibilities

Research, write, and organize information in a standardized fashion. Identify solicitations for proposal writing opportunities. Perform the complete process of creating and presenting proposals for projects or funding. The Proposal Writer Must:

- Have excellent written and verbal communications skills
- Develop relationships and collaborate with key stakeholders
- Gather all relevant information
- Ensure all solicitation/RFP requirements are understood and addressed
- Ensure all proposal responses are in the requested format
- Maintain company schedule
- Prioritize responsibilities and balance workload
- Review products, services, and/or business ideas
- Edit and revise proposals
- Coordinate with Management and Quality Control before submittal to outside agencies
- Be able to gather information from SMEs to complete company narrative
- Maintain/develop company templates
- Edit documents and technical literature prepared by other staff members
- Write, revise, and edit drafts of Federal Government proposal responses (including responses to Requests For Information (RFIs), executive summaries, past performance, resumes, pricing sections and marketing material
- Edit documents and technical literature prepared by other staff members — for content, coverage, clarity, and voice consistency — recommending revisions and editorial standards as appropriate
- Give presentations to the executives

Job Qualifications:

- Bachelor's degree in journalism, communications, English, or related field (preferred)
- Excellent written and oral communication skills
- Strong working knowledge of word processing software
- 2 years of technical proposal writing experience in response to Federal Government Solicitations, Sources Sought RFPs and RFIs
- Experience writing technical proposals for facilities support, transportation, HVAC, logistics, IT services/operation, construction, etc.
- Understanding of the Federal market and government proposal processes
- Experience working with subject matter experts

*ILF Transportation utilizes a driver screening program. ILF Transportation is an equal opportunity employer.
All positions will be cross-training in all areas of ILF Transportation.*