

Job Description

Title: Proposal & Technical Writer

Cost Ctr: 604100

Work Location: Addison, TX Position Status: ☒ Full-time ☐ Part-time

Division & Department: Services

Position Reports to: SVP, Services

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Taking ownership and being accountable
- Competing and winning in the marketplace

JOB SUMMARY

The Proposal/Technical Writer is responsible to lead and manage the development of responses to formal Request for Proposals (RFPs), Request for Information (RFIs), and unsolicited proposals for international government agencies (B2G) and private enterprises (B2B).

The Proposal/Technical Writer will work with a cross-functional team comprised of scientists, engineers, sales managers, and subject matter experts to respond to proposal requests. To excel in this role, the Proposal/Technical Writer must have experience with responding to solicitations, and be able to translate complex technical solutions, strategies, and win themes into easily understandable, readable, and compelling content.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Conduct proposal kickoff meetings to orient the team to the opportunity, approach, plans, and logistics associated with producing a winning proposal.
- Instruct proposal team members on assignments, schedules, objectives, guidelines, rules, and expectations for their sections of the proposal.
- Monitor work product produced by proposal team members, including design, writing, graphics, and so on, to ensure quality and on-time delivery. Provide feedback to team members on how to improve work products to assure a winning proposal.

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- Engage in problem-solving where necessary to address particular issues with work products, schedules, technical solution, and so on. Track and monitor progress on issue resolution. Escalate issues through the proper channels where appropriate to do so.
- Lead or facilitate team work sessions or meetings associated with the proposal. These may include meetings regarding strategy or competitive analysis, business solution planning, problem-solving, routine status, and group reviews of proposal.
- Monitor procuring agency or entity communications channels (web, etc.) for changes to the procurement requirements or schedule. Analyze changes; work with management to determine the appropriate course of action; communicate changes to team. Make corresponding modifications to proposal plans as needed and execute the new plan.
- Manage proposal design, formatting, graphics development, production, assembly, and QA processes as included within the defined scope of work. Ensure a cohesive look-and-feel for proposal work products that complies with RFP requirements and client marketing and style rules and guidelines.
- Creates and maintains a proposal library in both hard copy and electronic format.
- Develops customizable boilerplate content to make the proposal process as seamless as possible.
- Responsible for final production, packaging, and delivery of proposals.

Additional functions in support of the Marketing Team

- Partner with product management, marketing and channels to distill key value propositions, functionality, and benefits into product messages that would resonate with our target customers and partners.
- Develop copy for a full range of creative and marketing content from concept through delivery with an emphasis on translating technical copy into customer centric value propositions.
- Develop marketing anchor pieces – eBooks, articles, whitepapers, website content, collateral, case studies, product sheets, tear sheets, advertising copy and other customer-facing documents to ensure consistency of messaging.
- Curate and edit articles for our blog, newsletters and write supporting email and social media copy.
- Develop compelling audience-specific messages and tools (case studies, testimonials, white papers, press releases, product videos, demos, how to guides, etc.).

KNOWLEDGE, SKILLS AND ABILITIES [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- 10+ years of experience in technical proposal writing and editing

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- Must have prior experience in developing proposals – writing and editing proposal content, creating compliance matrices
- Strong communication and interpersonal skills.
- BA/BS in English, Communications, Journalism, Business or related field, or equivalent experience.
- Demonstrable ability to grasp technical concepts and translate to compelling sales proposals.
- Demonstrable mastery of the English written language including spelling, composition, and grammar.
- Ability to think critically and draw from several resources to create simple, unified, and persuasive documents.
- Attention-to-detail with the ability to review and edit proposal content for compliance, clarity, and proper use of terminology.
- Strong proofreading and editing skills.
- Must have Advanced Microsoft Word skills and have extensive experience with all other Microsoft Office applications (Microsoft Visio and PowerPoint), as well as Adobe Acrobat Professional.
- Experience with graphics software; Adobe Photoshop is a plus.
- Ability to work independently and as part of a team.
- Demonstrated ability to multitask with numerous high priority demands in an intense, deadline-driven environment is a must.
- Marketing experience in the technology industry is a definite plus.

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- Less than 10% travel

WORK REQUIREMENTS

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [office/warehouse/lab] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [office/warehouse/lab] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to

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occasionally travel to other locations using various modes of private or commercial transportation.

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

Human Resources use only	
Job Title	Project Manager
Management (Yes / No)	No
Status (Exempt / Non-Exempt)	Exempt – Professional exemption
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	