



## Proposal Coordinator/Writer

GCAP Services, Inc., a professional services consulting firm, is seeking a Proposal Coordinator/Writer to work from our corporate office located in Costa Mesa, California and remotely. The ideal candidate will be enthusiastic, organized, articulate, tactful, and dependable with a strong ability to multitask, work in a fast-paced environment, and follow through on tasks. We are looking for a self-motivated person who has the ability and desire to support and collaborate with our team and quickly adopt new concepts with the goal of delivering winning proposals.

The Proposal Coordinator/Writer will assist in identifying procurement opportunities and lead the preparation and submission of proposals. In this role, the Proposal Coordinator/Writer will work with internal stakeholders, including the Business Development Manager, to help respond to Request for Proposals (RFPs), Request for Quotations (RFQs), Requests for Information (RFIs), partner and client inquiries, and manage the proposal development process to ensure on-time delivery of compelling, compliant, and well-written proposals. The position involves researching, writing, and producing a high volume of client-facing documentation on behalf of our company in support of an array of our services. This position will report to the Business Development Manager.

### Responsibilities

- Search for relevant competitive procurement opportunities, circulate opportunities to the appropriate stakeholders
- Act as the central point of contact on assigned proposals
- Analyze RFQs, RFPs and RFIs to create proposal outlines and development plans
- Work closely with internal stakeholders to develop win strategies and themes (taking into account strategic relationships, competitor intelligence, etc.) and ensure the message is articulated throughout the proposal
- Write persuasively, and complete critical components of proposals including executive summaries, work approaches, resumes, references, and more
- Work with internal stakeholders to develop cost estimates and finalize cost proposals per RFP requirements
- Complete proposal forms and present to management for review and execution
- Solicit management reviews and approvals during proposal development
- Monitor proposal content to ensure compliance to RFP requirements, evaluation criteria, and technical requirements
- Maintain, augment, and improve library of reusable components, templates, and processes to reduce response time and improve quality on future bids
- Submit proposal including final review of content, updating TOC, printing, binding, labeling, etc.
- Prepare client interview materials and prep internal team for interview
- Attend outreach events to represent GCAP and identify business opportunities
- Other duties as assigned



### Knowledge/Skills

- Punctual, dependable, articulate, and reliable
- Excellent presentation, communication, and organization skills.
- Strong aptitude for improving organization, flow, readability, completeness, and clarity of proposals
- Strong writing/grammar skills, excellent attention to detail, and the ability to generate creative ideas while working both independently and collaboratively
- Ability to work in a deadline-conscious, results-driven environment
- Proficient in MS Excel, Word and PowerPoint and PDF editing programs

### Qualifications:

- BS/BA degree, or equivalent in relevant experience
- 3+ years' experience in supporting the development of proposals for the public sector