



<https://www.rtalenthub.com/job/senior-proposal-technical-writer/>

## Senior Proposal Technical Writer

### Description

Senior Proposal Technical Writer to plan, write, and deliver technical content for proposals submitted in response to Government solicitations. You will be responsible for developing and updating technical proposal content to convert technical concepts to compelling, compliant, and easy-to-understand content while adhering to industry and company proposal-writing standards. The ideal candidate is expected to have a bachelor's degree plus 5 years of relevant experience in technical proposal writing.

### Responsibilities

- Technical Volume Lead with experience working with system engineers, software engineers, and program management to translate technical information into clear, concise proposal content.
- Coordinate inputs from subject matter experts (internal team members and external stakeholders) to prepare technical content for proposals, including interviewing technical experts and reviewing and revising text prepared by technical experts.
- Ability to understand a problem and work as part of a team to develop an optimal solution from a proposal standpoint.
- Schedule, coordinate, and facilitate technical solutioning meetings, update the proposal team, and sends follow-up emails to the team with the details and timelines for the completion of technical content.
- Review and edit all technical content for accuracy and consistency.
- Research and acquire relevant industry statistics and data to ensure that content is up to date.
- Collaborate with Graphic Designers to develop and implement engaging technical graphics.
- Multi-task and meet deadlines in a demanding, fast-paced, and rapidly changing environment.
- Perform additional duties as assigned, including but not limited to proposal development for staffing, past performance, and resumes.

### Qualifications

- Bachelor's degree or higher in Information Technology, computer science, or related fields, plus 5 years of relevant experience writing and working with technical SMEs to develop compelling and compliant technical proposal content.
- High level of proficiency in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Teams, Microsoft Exchange, and Adobe Professional
- Excellent and proven ability to initiate and organize work, establish priorities in a time-sensitive environment, and meet deadlines with attention to detail and quality.
- Possess strong writing, editing, and verbal communication skills.
- Strong analytical skills, ability to visualize information, and communication with multiple audiences.
- Self-starter; works effectively and productively with limited supervision.

### Employment Type

Full-time

### Experience

5 + Years

### Job Location

Remote work possible

- Maintaining a strong work ethic and willingness to collaborate on a team is required.
- Excellent time management and organization skills.
- Solid ability to work in a time-sensitive environment and meet all deadlines.
- US Citizenship or Green Card holders with at least 3 years of residence within the US.
- Candidates will have to undergo public sector MBI Clearance.