



**PROPOSAL PRODUCTION MANAGER**

REPORTS TO:	Director of Corporate Communications and Marketing	DIVISION:	
SUPERVISES:	Proposal Production Staff	DEPARTMENT:	
DIRECT REPORTS:		LOCATION:	
FLSA STATUS:	Exempt	DATE:	

Wharton-Smith is a construction manager and general contractor specializing in water treatment, education, parks and recreation, sports, municipal, entertainment, and hospitality projects – all the things a community needs to thrive.

Wharton-Smith is seeking self-motivated, detailed oriented, and highly organized professionals able to perform well in a deadline driven, client oriented, team environment as a Proposal Production Manager. The Proposal Production Manager (PPM) will be responsible for planning, scheduling, and managing all aspects of competitive proposals, including inputs on strategy development, technical solutions, and cost strategy.

**Primary responsibilities:**

- Manages the internal systems and processes for the Proposal Development Unit, including oversight and supervision of proposal development management process.
- Develops proposal management plan and other documentation. This includes defining schedules, organizing resources, developing proposal outlines and storyboards, and conducting strategy and proposal reviews.
- Oversees and contributes to the development and documentation of the proposal win strategy, including strengths, discriminators, and themes as well as innovation and vision for the future for the proposed effort. This includes capturing and disseminating outputs from all meetings that influence the development and refinement of our overall win strategy.
- Oversees and participates in the proposal review process (pink and red reviews).
- Provides quality control by conducting red team (final) reviews of all proposals.
- Ensures that all required steps in proposal development process including compliance review and necessary authorizations are completed prior to submission.
- Conducts systematic after-action-reviews for successful and unsuccessful bids, ensuring appropriate feedback loops for lessons learned.
- Reviews and updates internal proposal preparation procedures and ensures RFP compliance a brand style compliance.
- Develops internal training programs, in conjunction with HR, to ensure that both Proposal Development staff and Presentation staff have the necessary understanding of the proposal process and the required presentation, analytical and writing skills to contribute effectively to the process. Train new employees on proposal process and brand guidelines and enforce their use.
- Oversees all proposal end products resulting from proposal development and conduct color reviews and white glove review.
- Assists Proposal Leads and Business Development Leads in determining bid strategies, teaming requirements, proposal strategies, and cost factors.



- Manages all corporate department brand templates, proposal library, past performance, resume and boilerplate files.
- Performs Quarterly and Annual win loss tracking.
- Documents Notable Accomplishments and measures against annual goals.
- Performs RFA/RFP analysis to assist in go/no go decision making process.
- Oversees and participates in development of specific proposals as required.

**Team Management and Development:**

- Supervises all proposal production staff, including external writers and support staff as required.
- Routinely interacts with senior leadership, external technical subject matter experts as well as internal program and technical staff.
- Works closely with other departments (Preconstruction, Risk, Operations, Administration, Business Development, etc.) to assure an integrated approach to proposal management.

**Qualifications:**

- Bachelor's degree required in Business Administration, Marketing, English or a related field.
- 10+ years directly related experience in management and development of proposals. Construction industry experience is highly desired.
- Experience leading large proposal/bid efforts (\$40M+), and leading and developing multi-disciplinary teams.
- Experience leading proposal efforts for both cooperative agreements, JVs and contracts.
- Excellent written and oral communication skills and the ability to interact with people of all technical levels.
- Excellent interpersonal skills, especially the ability to advocate, negotiate, listen and collaborate with a variety of individuals and groups.
- Ability to work both independently and in a complex team environment while able to manage multiple tasks.
- Comfortable working in fast paced and highly entrepreneurial work environment.
- Ability to travel up to 25%.