

*Job posted on 2013-06-04 by matthew.thompson; posting expires on 2013-09-01*

**Employer:** Healthcare Management Solutions LLC

**Position:** Proposal Manager

**Job Description:** Full Time, Permanent,

Healthcare Management Solutions LLC (HMS) has

an immediate opening for a Proposal Manager in our

Fairmont, WV office. This position is responsible for

managing large, complex proposal efforts for government and/or commercial opportunities.

Duties and Responsibilities:

- Manage proposal strategy and content for proposals;
- Align win strategy/proposal and compliance at designated milestones;
- Ensure complete and timely issue management that affects contract win/loss;
- Use industry acquisition and proposal processes to develop and deliver compliant proposals;
- Lead proposal teams and effectively manage complex relationships;
- Liaison with applicable groups;
- Assist with identification and use of resources and schedule management;
- Participate in process improvement initiatives, proposal review teams, and strategic business activities.

**Qualifications:** Qualifications:

- The ability to meet deadlines, a commitment to teamwork, and detailed follow-through will be a key to success in this role. The skill to independently define, schedule, and manage the proposal preparation process, including the ability to understand and analyze the details of an RFP;
- Working knowledge of government contracts, Government Services Administration (GSA) and the FAR;
- Exceptional facilitation and organization skills;
- Demonstration of confidence, leadership, and quality to engage and motivate team members.

Minimum Education and Experience:

- Bachelor's degree from an accredited college or University, in English or a closely related field,

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Masters in Business Administration preferred;

- At least five years of direct experience producing proposals for opportunities within the federal government or an equivalent combination of education and experience;
- The skill to independently define, schedule, and manage the proposal preparation process, including the ability to understand and analyze the details of an RFP.

**Preferred Major(s):** English; Management;

**Application Instructions:** To apply: Please submit a current resume at [www.hcmsllc.com](http://www.hcmsllc.com) by selecting the EMPLOYMENT OPPORTUNITIES tab located at the top right side of the website. For additional information on this position, please contact the HMS Human Resources Department via email: [hr@hcmsllc.com](mailto:hr@hcmsllc.com) or via phone: 304.368.0288.