

**Position Title** RFP Writer  
**Department** Business Development  
**Reports to** VP, Sales and Marketing  
**Location** Pleasanton, CA or virtual

### **Summary**

The RFP Writer is responsible for supporting the sales team through the RFI, RFP and the sales presentation process and is critical to the delivery of the organization's growth strategy. The RFP Writer manages the implementation of marketing campaigns and RFP response quality, maintains the sales database and assists with various marketing events. The RFP Writer implements sales and marketing responsibilities under the guidance of the VP, Sales and Marketing.

### **Essential Functions and Responsibilities**

#### ***Request for Proposals***

- Own the RFP process and strategize on how to respond to proposals
- Create and manage the project schedule throughout the proposal life cycle
- Identify and obtain all pertinent information from internal teams and transform it into compelling, high quality responses
- Consistently maintain and update proposal library in database
- Conduct research and maintain data on industry trends
- Monitors proposals previously submitted for win/loss ratio of submission
- Coordinate proposal printing, assembling and submission as needed

#### **Qualifications and/or Experience:**

- Outstanding written and verbal communication skills
- Excellent project management
- Experience utilizing proposal management software
- Ability to meet deadlines without exceptions
- Advanced skills in Microsoft Office software
- 3 or more years of experience in Relocation preferred
- Bachelor's degree preferred

#### **Competencies:**

- Ability to build positive internal relationships
- Able to work autonomously and self-motivated



- Team player with ability to work cooperatively with other departments within the organization
- Sense of urgency with a high attention to detail
- Strict attention to detail

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.