

Title: Lead Proposal Writer

Function: Marketing & Communications

Location: Remote, Freelance, United States or Canada

Reports to: Marketing & Communications Lead

Hours: Flexible / Part-Time / 5-20 hours per month

Relocation Support: No

Apply: Please see the Join Our Team section of the [S. Sutton & Associates Inc. website](http://www.ssutton-and-associates.com) (www.ssutton-and-associates.com) and use the APPLY HERE button to upload your resume and cover letter consolidated into one document. Candidates will be contacted and interviewed on a rolling basis.

We are S. Sutton & Associates Inc. a philanthropic management consulting firm, serving nonprofit organizations and philanthropists. As dedicated specialists, we bring an understanding of best practices and experience across North and South America, Europe, Asia and the Middle East. Our decades of experience in all aspects of strategic planning, governance and fundraising enables us to provide ideal strategies and approaches to realize organizational success and the vision of leading philanthropists.

Built on an agency model, we draw upon a network of high performing technical experts to assemble customized Innovation Teams to meet each client's unique needs. Our Associates are freelance consultants who, at their discretion, accept consulting engagements and who have the flexibility to work full - or part-time and from any location they choose.

WHY JOIN US?

You will be part of an international consulting firm led by recognized leaders in philanthropy. Through our unique Innovation Team Model, Associates of the firm:

- Accept consulting engagements as desired
- Benefit from an attractive compensation and incentive structure

- Revitalize their professional experience and profile
- Gain experience in State, Provincial and International markets
- Build an exciting alternative - or complement to - full-time employment

We are proud of what we have built and are even more excited about our future. If you are the right person, we are excited to share our opportunities and success with you. Our projects attract a large network of smart, team-oriented professionals drawn to an entrepreneurial and creative environment. We work hard together, play hard together, and we support Associates to be successful individually and as a team.

POSITION SUMMARY

The Lead Proposal Writer will play a major role in the production of high-quality responses to RFPs. They will conduct interviews and carry out desk research as necessary in the generation of editorial content, ensuring compliance with the RFP and adherence to the prospect's stated requirements. The successful candidate will be a disciplined self-starter, able to monitor project workloads and set priorities to meet deadlines. The proposal writer must be familiar with the typical proposal process and able to work with our team to create clear, compelling, and compliant proposals that win business.

This position will work remotely. While many members of the Senior Leadership Team (SLT) are local, our Associates are located throughout North America. When fully conceived, the firm will have Associates in 55 cities across four provinces, 28 states and in Washington D.C. Our work involves a large network of highly skilled, committed, and team-oriented professionals drawn to an entrepreneurial and creative environment. Most importantly, it is also a supportive team of committed and compassionate people dedicated to delivering meaningful impact across health care, education, social services and other areas fundamental to thriving, equitable societies. We are dedicated to professional advancement for each Associate, success for the firm, and results for the philanthropic sector.



BASIC JOB RESPONSIBILITIES

- Work with the SLT to document clear solutions for bids that make sense to evaluators, while remaining compliant with the solicitation
- Collaborate with clients and firm experts to develop and refine solutions
- Document strategies including features, benefits, risks, mitigations, themes
- Perform research to accomplish tasks within solicitation
- Verify that the message within the proposal remains consistent throughout, and that win themes are properly integrated
- Help prepare a library of staff biographies
- Serve as Proposal Manager/Writer in developing, writing, editing, analyzing, and resolving issues through every stage of the proposal process
- Establish a proposal development schedule and coordinating and facilitating proposal strategy meetings to refine value propositions, solutions, and approaches
- Verify that the proposal remains fully compliant with Client specifications as spelled out in the solicitation/RFP

KEY COMPETENCIES

Candidates who thrive at S. Sutton & Associates Inc. possess the following attributes:

- Minimum 5 years of experience related to writing/proposal writing
- Exceptional written and verbal communication skills
- Outstanding organization and prioritization skills
- Demonstrated ability to successfully accomplish responsibilities in high-pressure, high-workload environment
- Superior attention to detail
- Superb grammar and vocabulary
- High proficiency with Microsoft Office and Adobe family of products
- Education: Bachelor's degree required, preferably in communications or a related field
- Demonstrate a high level of ownership of tasks and sound business judgment



- Be seen as a key contributor to the team process
- Demonstrated ability to fulfill responsibilities remotely and in a virtual environment
- Demonstrated ability to work with variable teams in diverse environments on behalf of a wide range of clients
- Exceptional written and verbal communication skills
- Outstanding organizational and prioritization skills
- Superior attention to detail, professionalism, and good judgement

HOW TO APPLY

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