

Greetings,

MSEP employer Sawdey Solution Services, Inc. has built a nationwide and global footprint providing innovative cross-disciplined professional services, engineering, and cyber solutions to Department of Defense, Department of Homeland Security, Federal Agencies, and commercial customers. They are seeking a Remote Senior Proposal Specialist/Technical Writer. For more details on the position and how to apply, please review the attachment. The organizational point of contact is Hanna Long and she may be reached at [hlong@sawdeysolutionservices.com](mailto:hlong@sawdeysolutionservices.com).

**Position Title:** Senior Proposal Specialist/Technical Writer  
**Location:** Remote, USA  
**Position Description:** The Senior Proposal Specialist/Technical Writer position will work collaboratively with Business Development, Operations, and Marketing to prepare winning proposals, RFPs, and presentations. This person will act as project manager of all activities related to the coordination and development of client proposals.

Additional Responsibilities Include, but are not Limited To:

- Manage and guide the compilation of data and information for proposals in response to Request for Proposals (RFP's), Request for Information (RFIs), Data Calls, and Standard Capabilities Statements.
- Meet proposal deadlines by establishing priorities and deadlines for information gathering, writing, review, and approval.
- Maintain open communication and provide appropriate guidance to business development and operations team members regarding content, design, and delivery of proposal/RFP requirements based on job and company knowledge.
- Work with the business development team in gathering proposal information by identifying sources of information and coordinating file submissions and collections.
- Proofread proposals for content, grammar, style, formatting, and organization as well as gather attachments and exhibits for responses.
- Ensure proposals are in accordance with corporate established standards and operating procedures.
- Maintain electronic archives and procedures for all proposal materials on the team's server system and revisit regularly for process and content improvements.
- Research and edit materials for development of other marketing and sales materials, including capability statements, presentations, & white papers.
- Assist with proposal development, as necessary.
- Perform other duties, as assigned.

**Position Requirements:**

- At least fifteen (15) years of proposal writing and coordination experience in a DoD environment.
- Must be experienced in a high-demand, deadline-oriented environment.
- Bachelor's degree preferred.

**Other Required Skills & Abilities:**

- Must be able to effectively communicate with customer and fulfill all duties and responsibilities as listed in the contract.
- Must be proficient in Microsoft Office suite including, but not limited to: Word, PowerPoint, Excel, and Outlook.
- Must be able to analyze RFP's, develop TO's, assist in software/user manual development.

- Must understand DoD commercial projects.
- Must understand and develop compliance matrices, track past performance questionnaires, research, and compile information for qualification tables.
- Requires excellent written and verbal communication skills and the ability to gather, synthesize and integrate content from multiple sources into compelling and compliant proposals.
- 100% remote with some travel to the corporate office in Beavercreek, OH for meetings as needed.

**Security Clearance:**

- Must be able obtain a favorable Background Investigation.

**US Citizenship:** This position supports a U.S. Government Contract whose terms require Sawdey Solution Services to staff it only with U.S. Citizens.

**Application Mechanism:** [https://www.appone.com/MainInfoReq.asp?R\\_ID=5774715](https://www.appone.com/MainInfoReq.asp?R_ID=5774715)