

Business Development Coordinator

SHELADIA Associates is a multi-disciplinary international professional consulting firm with demonstrated experience in the successful management and implementation of development projects throughout the world. SHELADIA believes that practicality and sustainability in development projects require flexible resource management, active participation of all stakeholders, and a shared goal of strengthening institutions and operational systems to optimize the use of available resources. We are currently seeking an energetic, highly motivated, detail-oriented and very organized multitasker who works well in a fast-paced environment to serve as Business Development Coordinator for our Rockville, MD office.

Duties

1. Review RFP and bid/qualifications, request documents so that customer requirements are clearly understood.
2. Develop proposal writing outlines/calendars and manage teams to deliver on time results.
3. Coordinate, manage, and/or write sections of proposals, including but not limited to, personnel management, corporate capabilities, and past performance; serve as a team member supporting any required aspect of proposal development.
4. Manage the production of proposal submissions to ensure quality of on-time delivery of all documents; ensure proposal complies with client requirements.
5. Nurture proposal/business team's working relationships.
6. Coordinate, facilitate, and document internal post-proposal debriefs.
7. Develop and maintain proposal/BD processes and templates.
8. Participate in conferences, exhibitions and other venues as applicable to increase and maintain Sheladia visibility.
9. Ability to understand and leverage Sheladia's corporate portfolio, history and client base
10. Contribute to efforts for Sheladia to maximize competitiveness through pre-bid preparation, partner formation, and presentation for compelling proposals.
11. Design brochures and other graphic materials of the company using Photoshop, Illustrator and other software.
11. Perform other related duties and functions as assigned.

Qualifications

- BA degree required;
- Minimum of four years of proposal development experience in preparing responses to requests for proposals (RFP);
- Communicates clearly, effectively and respectfully both verbally and in writing;
- Strong writing and editing skills;
- Team player with strong interpersonal skills;
- Strong organizational and planning skills and attention to detail
- Customer service-oriented attitude and strong research skills
- Good Graphic design skills
- Ability to adapt to new and/or unplanned situations to meet the dynamic needs of the company
- Strong computer skills; MS Word, PowerPoint, Excel

Required experience:

BD/Proposal development: 3-4 years

Sheladia Associates, Inc. offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a CV and cover letter. Successful candidates must be authorized to work in the US without sponsorship. This position is open until filled.

Please send CVs to jobs@sheladia.com - include "Business Development" in the subject line.

Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Equal Opportunity and Affirmative Action Employer