

The **Business Development Coordinator** is an integral part of the business development/proposal process. Under the direction of the Business Development Manager, the BD Coordinator will proactively assist in all aspects of the proposal/business development life cycle from positioning to award to transition to Program staff. The BD Coordinator will contribute to pre-bid preparation through careful monitoring of upcoming opportunities and maintenance of Sheladia's internal opportunity pipeline. In addition, the BD Coordinator will assist with research on priority anticipated solicitations, including mapping activities of competitors. At both the pre-bid and live proposal stage, the BD Coordinator will act as the support partner/key personnel communication while also regularly liaising with Programs, Finance and technical staff. The BD coordinator is responsible for all administrative aspects of proposal development ensuring security and integrity of all proposal documentation, as well as coordinating internal flow and review of all proposal inputs, and is responsible for production of the final master proposal. Additionally, the BD Coordinator will work with the entire BD Team in the development and refinement of the BD process, tools, and templates, and will also serve as a representative of Sheladia Associates at external industry events.

Essential Functions:

- Review RFP and bid/qualifications, request documents so that customer requirements are clearly understood.
- Develop proposal writing outlines/calendars and manage teams to deliver on-time results.
- 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.
- Manage the production of proposal submissions to ensure quality of on-time delivery of all documents; ensure proposal complies with client requirements.
- Nurture proposal/business team's working relationships.
- Coordinate, facilitate, and document internal post-proposal debriefs.
- Develop and maintain proposal/BD processes and templates.
- Participate in conferences, exhibitions and other venues as applicable to increase and maintain Sheladia visibility.
- Ability to understand and leverage Sheladia's corporate portfolio, history and client base
- Contribute to efforts for Sheladia to maximize competitiveness through pre-bid preparation, partner formation, and presentation for compelling proposals.
- Performs 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
- 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

How to Apply: Applications should include a CV and cover letter.

This position is open until filled. Please send CVs to dtatum@sheladia.com.

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