



Institutional Business Development-Proposal Manager
Washington, DC

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FUNCTION

The Institutional Business Development Proposal Manager (PM) is responsible for managing and coordinating activities for all institutional proposals. S/he will be responsible for assembling the proposal team, conducting proposal launch meetings, managing the proposal calendar, coordinating key reviews, contributing to technical, and cost and management sections of proposals, editing write-ups, packaging, production, submission and post-submission follow-up of proposals. S/he will also research and identify funding opportunities and provide daily updates to the Business Development team. The PM will ensure the implementation of all necessary internal proposal procedures and processes. S/he is a member of the proposal response team and is responsible for drafting and/or reviewing and coordinating teaming agreements. The PM will analyze the solicitation and ensure compliance with all submission requirements. S/he will also coordinate After Action Reviews (AAR), document and share feedback and lessons from funders and partners.

ESSENTIAL CHARACTER TRAITS:

Organized, team player; networker, detailed, meticulous, and strategic.

For a full job description and to apply, go to <https://www.heifer.org/about-heifer/careers/view-all-jobs.html>.