

## **Proposal Writer**

### **Job Description**

**Status:** Contract, could lead to full-time

**Hours:** 10-20 hours/week

**Compensation:** Per Project

**Reports to:** Managing Consultant

#### **Description:**

We are looking for a qualified **Proposal Writer** to help convey information about requests for proposals and/or grants for our clients. Proposal Writers write original content, edit documents and work with other writers as well as graphic artists, if needed, to design proposals. Candidates should be detail-oriented team players that possess strong organizational and decision-making skills.

#### **Duties and Responsibilities:**

- Prepare client and company contract and/or grant proposals in accordance with business goals and objectives, administers major contracts, and documents.
- Assists in monitoring proposal process and ensures funder's policies and legal requirements are followed.
- Handle multiple revisions, edit and re-edit proposal sections as needed and ensure that the proposal maintains a consistent tone or voice.
- Research the information they are including in their documents. This might include conducting interviews, attending meetings and gathering source information. They will also study requests for proposal (RFP's) to determine the information needed for specific proposals.

#### **Working Conditions:**

Candidate must be able to meet deadlines and work both independently and in groups. Some site meetings with clients may also be needed which would require some travel.

#### **Minimum Qualifications:**

- Bachelor's degree
- 3 years of experience writing proposals

- Knowledge of word processing software
- Ability to type 60 wpm
- Ability to meet deadlines
- Great verbal communication and public speaking skills
- Strategic planning knowledge

Interested candidates can email their resumes to Shermaine Barnett at [shermaine@aventierprises.com](mailto:shermaine@aventierprises.com)