

Proposal and General Communications Writer/Manager

At Telwares, Inc., we're committed to driving cost savings and efficiency, as well as technology transformation, for our Fortune 1000 client base. Our business is expanding and to help fuel that growth, we're looking for a dynamic, talented proposal writer and process manager who is also interested in supporting the more general marketing communication needs of the firm. If you have passion and stamina, coupled with excellent writing/editing and project management skills, we'd like you on our team!

Role Summary

Proposal Writer/Manager - primary

Strategically manage global bid responses for Telwares. Key accountabilities include 1) Building and managing the Bid Plan ensuring that the all activities are completed and that the customer deliverables are made on time; 2) Building the proposal, ensuring customer focus and clear articulation of the Telwares value proposition; and 3) Risk management – ensuring all risks are understood, mitigated or accepted by the appropriate stakeholders. The proposal manager is responsible for ensuring that the bid has appropriate management sign off before being submitted, including that formal financial and commercial governance has been followed.

Marketing Communications Support - secondary

Support Telwares' marketing and communications efforts by understanding and promoting the company's brand, service offerings and corporate messaging through the written word. The successful candidate will write and/or edit copy for a variety of internal and external platforms including, employee communications, the corporate website, case studies, and power point presentations.

Duties and Responsibilities

- Maintain overall proposal schedule and advise Management on deadlines and project queue; Develop individual proposal schedule to meet deadlines and report on the status of proposals in the pipeline
- Provide draft and final reviews of each proposal to be reviewed by proposal team
- Lead virtual bid teams; take responsibility for ensuring that team members understand the strategy and their role in delivering a successful response.
- Collaborate with sales force and consultants to develop a series of case studies on various aspects of current/recent projects that can be used in proposals and other collateral
- Bring thought leadership and experience managing previous opportunities to the team to influence bid strategy and our approach to the customer
- Understand and communicate risks to bid team
- When directed, communicate directly with client/prospect to understand requirements and needs, communicate them to the bid team, and ensure that they are adequately addressed in the final response
- Continuously improve the RFI/RFP response process.
- Develop and maintain the company's proposal knowledge-base
- Research and write marketing, sales support or communication materials

Qualifications

- Experience managing the creation and production of service-based proposal responses
- Experience in the IT/Telecom space highly desirable
- Excellent written and verbal communication skills
- Attention to detail in composing, writing, typing and proofing materials toward the goal of an error-free work product
- Strong organizational and prioritization skills and attention to detail with a dedication and commitment to high quality work
- Confidence and ability to work with all levels of personnel and executive management
- Persistence, assertiveness and diplomacy
- Ability to manage multiple projects independently
- Strong interpersonal skills; ability to influence busy, remote team members
- Bachelors Degree in Business, Marketing, Communications or related field
- Minimum five years experience in a related role
- Proficiency with MS Office applications including Word, Excel, Powerpoint and Outlook
- Proficiency with Photoshop, InDesign or other graphic programs a plus

About Telwares

Since 1994, Telwares has helped clients around the world to rationalize, optimize and transform their IT and network environments. Our resources bring deep expertise in the financial, commercial and operational aspects of aligning business objectives with complex technology solutions. This expertise, along with unparalleled market knowledge gained through evaluating thousands of contracts each year, combine to make us the partner of choice for more than 35% of the Fortune 1000 and many of the world's largest global private equity firms.