

Proposal Coordinator, Intermediate

Job ID: 05-2019-001

Job Location: Herndon, VA

Job Category Business Capture

Date Posted 14 May 2019

Athena Technology Group (ATG) has an immediate opening for an Intermediate Proposal Coordinator located at Herndon, VA. ATG is a Service Disabled Veteran Owned Small Business (SDVOSB) focused on Information Technology and Communications consulting, system engineering, integration, deployment and operation of state of the art command and control and information systems that deliver critical network centric solutions to the warfighter. With a proven track record of technical support to our customers, we are looking for innovative industry professionals to join our team.

RESPONSIBILITIES:

Develops market survey responses, requests for proposals, bids, quotations, or other documents in accordance with the respective requirements describing organizational information technology products and services from prospective clients in the Federal sector (primarily Department of Defense and Veteran's Administration). Collaborates with members of the sales, marketing, finance, legal, technical or product teams to ensure content is compliant, complete, accurate, and timely. Collaborates with industry partners to track and monitor the status of multiple opportunities, simultaneously. May be responsible for developing responses to the most complex or high-value inquiries. Requires a bachelor's degree and 3-6 years of experience in the field or in a related area. Familiar with a variety of the IT market concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Requirements

- Must have a minimum of three years' experience developing bids and proposals.
- Must possess a strong and demonstrable level of experience in reporting, communication and presentations.
- Bachelor's Degree, Preferred course of study in: Business Management field or other technical discipline but not required
- Experience responding to US Gov't (e.g. DoD, VA) contracting a plus
- Ability to quickly gain familiarity with the organization's offerings

Athena Technology Group, Inc. is an Equal Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.