



Job Description

Job Title: Manager, Program Development
Reports To: Director, Workforce Innovation
FLSA Status: Exempt
Location: Corporate (remote)

SUMMARY: The Manager, Program Development will be responsible for the development of proposals, conducting market research and analysis, technical writing and supporting program operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Proposal Development
 - Reviews proposals specifications to identify requirements, prepares for meetings, maintain notes and ensures role/responsibilities are communicated;
 - Ensure proposals meet all of the RFP qualifications and submissions timelines;
 - Provide technical writing, technical editing, production coordination, document management, and content development on report or proposal documentation;
 - Interpret proposal requirements and prepare final responses;
 - Create and maintain proposal resource materials including project profiles, resumes and general company narratives including project management, schedule, community relations, etc. for proposal use;
 - Express technical aspects of project to a variety of readers including technical and non-technical decision makers.
2. Market Research
 - Conduct independent research and analysis on Workforce, Education and Economic Development activities in areas of interests; maintaining knowledge on current trends, federal and state legislation and policies related to workforce development, TANF and education;
 - Attend bidders conferences and WDB meetings as necessary;
 - Perform Bid/No Bid analysis.
3. Technical Writing
 - Contribute to development of white papers and fact sheets.
4. Program Operations Support
 - Perform task in support of program operations (i.e. contract start-up, project oversight, etc.) as requested.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree required plus 7-10 years experience developing technical proposals within the Workforce Industry preferred;
- Strong interviewing and researching skills with the ability to transform those ideas into clear and strong proposal text;
- Must be able to follow work processes, maintain close attention to details, and meet strict deadlines;
- Must be able to handle qualifications/proposal development from advertisement through delivery;

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- Knowledge of commonly used concepts, practices, and technical writing procedures;
- Complete understanding of RFP structure and ability to review/assess RFP requirements;
- Strong leadership, organizational, planning, communication, and time management skills; the ability to multi-task and adhere to strict deadlines is critical;
- Commitment to KRA core values.

OTHER SKILLS AND ABILITIES: Travel estimated at 40% of time. Excellent oral and written communications skills