

Position Vacancy Announcement

Engaging Solutions, LLC (ES) established in 2005 as a management consultant firm is the company with an evolving and growing future! Join this growing company that is dedicated to providing excellent customer service! *"We answer to business"*

Business Development Proposal Writer

Engaging Solutions is looking for a self-motivated and goal-oriented individual with the ability to work as a member of the Business Development Team. Candidates with experience working in fast paced settings are encouraged to apply.

Qualifications include but are not limited to:

- Bachelor's degree in Communication, English or a directly related degree is required.
- A minimum of 3 years' professional proposal and/or technical writing experience required.
- Significant experience required in researching, analyzing and tracking business opportunities, sales and business development, preparing corporate capabilities and marketing materials, coordinating/managing proposals.
- Advanced editing skills; strict attention to details; ability to review and edit proposal content for compliancy, clarity and proper use of terminology.
- Expert knowledge of Microsoft Office including the development of presentations;
- Working knowledge of Smartsheet or project management software, sales tracking/CRM systems, preferred.
- Excellent organizational and management skills with the ability to manage multiple priorities and deadlines.
- Excellent interpersonal, verbal and written communications skills.
- Demonstrated experience writing for and working with governmental/municipal prospects.
- Provide writing sample of previous work product including a proposal and presentation.
- Federal government proposal writing experience a plus.

For consideration please e-mail your resume, cover letter and salary requirement to: HR@engagingsolutions.net

Applicants must agree to and successfully complete a Background Check.

Engaging Solutions, LLC
Equal Opportunity Employer (M/V/D/W) and a Drug Free Workplace