



Position Vacancy Announcement
Proposal Writer/Editor
Links Media, LLC

Location: Gaithersburg, Maryland

Salary: Commensurate with experience and qualifications

Full or Part Time: Full-time Temporary (3 months)

Job Description: Links Media, LLC, seeks a skilled and experienced **Proposal Writer/Editor** responsible for writing winning proposals for Federal Government Agencies. The successful candidate must have significant experience and comprehension of the Federal Government RFI, RFP, and RFQ processes. He/She must possess superior written and oral communications skills, superior strategic thinking and creative problem-solving skills, and the ability to prioritize multiple tasks while working well in a multiple deadline-oriented environment.

Key Roles and Responsibilities:

- Analyzes and understands the requirements of RFPs, RFQs, RFI, Task Orders, and Sources Sought Notices, planning and crafting responses that adequately meet and address these
- Writes and edits proposal for readability, consistency, and appropriate tone describing company capabilities, management approach, and/or past performance
- Collaborates with Subject Matter Experts and corporate personnel, developing and writing technical and management content for responses which are compliant with the proposal requests
- Analyzes data to ensure relevancy of past performance materials to current requirements
- Coordinate all information in format requested in RFP and according to Company standards.
- Edits and proofreads proposal and other related materials to ensure accuracy, clarity, readability, consistency with company guidelines and standards
- Collaborates with Corporate Leadership to develop proposal strategy, identify potential areas of improvement, solutions, and themes that support the win strategy
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval
- Maintain files of all RFPs and completed proposals and presentations
- Performs other duties as assigned by management
- Time management and organizational skills
- Complete Requests for Information (RFIs) and Requests for Qualifications (RFQs) following the same requirements as for RFPs.
- Assist in special projects requested by Business Development, Operations personnel and Marketing Department.

Minimum Qualifications, Knowledge, and Experience:

- Bachelor's degree in related field or at least five years work experience in writing proposals in response to Federal government RFPs.
- 5+ years of technical writing, copywriting, and editing experience in all professional and business writing.
- Exceptional writing and editing skills.
- High level of proficiency in MS Office applications.



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- Strong organizational skills that demonstrates a high level of accuracy and attention to detail.
- Ability to work collegially under strict deadline pressure and handle multiple work assignments.
- Some broader communications experience/knowledge beyond proposal writing is desired to ensure good collaboration and coordination with web communications, public relations, graphic design, and marketing teams.
- Ability to learn quickly, demonstrate critical thinking, and make situation-appropriate decisions using sound judgment.
- Outstanding interpersonal and communication skills.
- Experience working in a high-paced, small company environment.

To Apply: Please forward cover letter, resume, salary requirements based on history, and list of awarded proposals, to jobs@linksmedia.net