



Favor TechConsulting, LLC (FTC) a CMS SPARC prime, is seeking an exceptionally talented Proposal Manager with extensive Centers for Medicare and Medicaid Services experience. The Proposal Manager is responsible for proposal development lifecycle for all assigned proposals and managing all the task orders as they come out. This includes Requests for Proposal (RFP) analysis, Kick-Off meetings, Daily Status Calls, Proposal Development, Color Reviews, Proposal Production, etc. Candidate will also be responsible for administering proposal processes, providing guidance and assistance to authors, administering proposal related resources, preparing proposal related reports, etc.

Essential Job Functions & Responsibilities

- Performs proposal planning/scheduling, detailed RFP analysis, leads/conducts proposal kick-offs/training, leads multi-discipline teams and provide one-on-one coaching/guidance to team members
- Responsible for the design, development and delivery of compliant, customer-focused proposals
- Involved in value proposition/value delivery development, as well as baseline development

Required Minimum Qualification

- Bachelor's Degree, or a minimum of 4 years equivalent work experience
- At least 3 years of experience in a similar work environment
- Experience supporting CMS projects
- Extensive knowledge of MS Office Suite
- Familiarity with MS SharePoint and Adobe Professional
- Exceptional written and oral communication skills, including strong presentation abilities
- Excellent technical writing skills
- Strong graphic design skills and desktop publishing abilities
- Strong interpersonal skills and ability to work collaboratively in dynamic team environment
- Solid analytical skills, research skills, and problem solving abilities
- Ability to communicate clearly with all levels in an organization
- Self-starter who is able to work on multiple projects simultaneously and works well under tight deadlines

Desired Qualifications

- Federal government proposal writing experience is highly desired
- Professional Proposal (APMP) certification a plus.
- Subject Matter Expertise in management or area(s) within CMS
- Ability to work with diverse, integrated, deliverable-driven teams to accomplish the larger mission

In addition, U.S Citizenship is required. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to



obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, drug testing, and creditworthiness.

Favor TechConsulting is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.