

# Singota Solutions

JD231

**Job title:** Proposal Writer 1  
**Department:** Business Development  
**Location:** Bloomington, IN  
**Position Type:** Full-time, 40 hours/week, Exempt

## General Description:

Actively participates in the Business Development function for the company including:

1. Responsible for writing, revising, renewing, and preparing client ready project plans, amendments, budgetary estimates, project timelines, supporting information and proposals for all Singota service lines.
  - a. Interacts with Business Development (BD) team, Client Services (CS) team, and clients to meet Requests for Proposals (RFPs)
  - b. Coordinate with BD to schedule Subject Matter Expert (SME) meetings for RFP reviews
  - c. Responsible for working with key stakeholders (SMEs, Project Managers, etc.) to clearly define project scope, strategy, resource requirements, timelines, deliverables and pricing
  - d. Preparation of detailed project proposals, including supporting materials such as cost workbooks and high-level Gantt charts
  - e. Ensures proper spelling, grammar, punctuation, sentence structure, accuracy of information presented, document formatting and dating, confidentiality, professional presentation, confidentiality, consistency, completeness and accuracy of all aspects of the documents prepared.
  - f. Tracks status of all Project Plans in process and circulates for review.
2. Act as the primary contact with Business Development, the technical team, Client Services, and Legal to support proposal preparation, including participation in development strategy and related planning activities.
3. Identify and compile all necessary requirements and details required to compile project plans and proposals.
4. Continuously learns about the various key inputs to projects and proposals, and based on the knowledge gained, reduces the dependence on others for Project Plan efforts.
5. Ensures that proposals are complete, on time, accurate and fit within company guidelines, and capabilities.
6. Develop and maintain current and thorough understanding of company capabilities, service offerings, current projects, and strategic goals
7. Maintains accurate and complete contract templates, questionnaires, and client files with various versions, supporting documentation.
8. Provide regular communications and written reporting on performance to Supervisor
9. Comply with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures
10. General support required of a company where everyone is expected to perform multiple tasks both inside and outside their department to meet the needs of the business. Examples such as but not limited to may include being a backup for business development and/or client services staff, business travel, and marketing support.

## Skills and Physical Activity Requirements:

- Customer service oriented
- Positive attitude and good judgment – reflective of company values
- Excellent computer skills – specifically Word and Excel.
- Excellent communication skills – oral and written
- Trustworthiness and personal integrity – able to maintain a high degree of confidentiality
- Self-starter willing to take initiative
- Positive attitude and good judgment; respected by peers and clients
- Excellent time management and organizational skills
- Ability to travel to client sites, conferences, and trade shows.
- Attention to detail.
- Responsive to tight timelines.
- Ability to multitask.

## Education and Work Experience Requirements:

- Minimum 4 years pharmaceutical and/or life sciences industry experience preferred
- Minimum 2 years sales, business development or Client Services experience required
- Experience writing highly technical proposals

- Proficiency in MS Office products & CRM system
- Minimum of BS in business, management or applicable scientific field

**Singota Solutions is an Equal Opportunity Employer**