



January 19, 2012

Position Title: Proposal Writer
Department: Operations
Reports to: Chief of Operations

Position Description

EnCompass LLC is currently seeking a Proposal Writer to join our team of staff supporting proposal tracking, management and writing. The position is based out of the EnCompass Rockville, MD office. EnCompass responds to solicitations from USAID and other US and UN agencies and the private sector on a variety of training, leadership and evaluation projects in the field of international development. We are seeking a writer with experience writing proposals in this arena. Experience with global health and evaluation is a strong plus.

Company Description

EnCompass LLC is a small, women-owned consulting firm based in the Washington, DC area. Since 1999 EnCompass has worked in the United States and internationally with government, international organizations, and in the non-profit and private sectors. EnCompass provides a core group of services: technical assistance and evaluation, leadership and organization development, and training and facilitation. Clients include international and national organizations, such as USAID, the World Bank, and UN agencies. (To learn more about EnCompass, please visit our website at www.encompassworld.com)

Position Duties and Responsibilities

Position responsibilities include, but are not limited to:

- Take a key role in supporting business development for projects in Technical Assistance and Evaluation area; Leadership Development and Training
- Tracking business development opportunities
- Analyzing solicitation requirements
- Managing proposal teams, including working with internal and external subject matter experts to develop technical proposals
- Developing other proposal components including capability statements, past performance references, and staffing background
- Working with finance team in managing proposal budget processes
- Writing, editing and proofing business proposals, marketing materials, reports and other documents as necessary
- Developing graphics as appropriate
- Assembling and executing quality control for proposal package submissions
- Other duties as required



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Position Requirements

- Masters degree preferred
- Minimum of five years of experience writing proposals for international development projects
- Experience working in global health and international development programs
- Experience successfully managing and writing large government proposals
- Experience analyzing proposal requirements
- Experience working with subject experts in a variety of fields to develop complex technical proposals
- Experience managing proposal teams and processes
- Excellent verbal and written communication skills to include writing, editing, research, organizational and analytical skills
- Must be innovative in problem solving and finding information
- Must be prepared to manage multiple assignments under deadline pressure
- Proficiency with MS Office products, experience with graphics software

How to Apply

Please forward cover letter and resume to HR@encompassworld.com.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

EnCompass LLC is an equal opportunity employer. We value diversity and inclusion in all aspects of our work and welcome a broad diversity of qualified applicants.