

Proposal Development Analyst – (full time)

This position can be located in any of our IN, KY or OH offices.

This position is responsible for research and analysis of government, corporate and foundation opportunities for SAFY. In addition, the position will assist with the preparation and completion of proposal submissions for SAFY, including research and summary of potential program models and competitor analysis.

This will be accomplished through the following:

- Conduct market research to analyze competitors, validate business opportunity information and understand customer needs.
- Perform assessments of market dynamics including: identification of current and future business proposal opportunities, customer needs identification, assessment of competitive strategy and capability, competitor proposal responses, identification of competitive advantage and development of a superior business value proposition.
- Maintain and operate agency subscriptions for online resources including government agency procurement systems and foundation research databases.
- Prepares executive summary and decision matrix for business development opportunities requiring written proposals.
- Determine research and information needed for assigned proposals.
- Work in collaboration with department leadership to develop proposal material as assigned.
- Alert and support a variety of agency staff to meet and exceed stated deadlines.
- Responsible for writing proposal content as assigned.
- Conduct industry research in order to increase proposal competitiveness.
- Proofread and edit agency proposal content for format specifications, consistency, clarity, appropriateness and persuasiveness of the material.
- Provide team support in the completion of applications, forms, reports, exhibits, etc.
- Provide peer support to department in order to achieve agency and department goals.
- Contribute to process improvement ideas, from opportunity research to project implementation.

- Establish and maintain a positive working relationship with all levels of SAFY staff.
- Attends required staff meetings within department and central office. Meets regularly with supervisor to discuss issues and performance. Participate in assigned committees.
- Attend all relevant internal and external trainings to develop and enhance knowledge of industry standards and leadership. Attend industry conferences and workshops as necessary.
- Perform other duties as assigned by supervisor and Executive Team.

Educational Requirements:

- Bachelor's Degree in business, English/writing, human services or public administration/policy from an accredited college.

Experience Requirements:

- Two years of experience in corporate and/or non-profit research and writing. Child welfare experience preferred.

Skills Set:

- Data-Driven personality with the initiative to find solutions in an environment with limited resources and data.
- Strong organizational skills to manage tasks across multiple projects appropriately.
- Extremely detail-oriented, and strive for zero-tolerance in meeting quality objectives and deadlines.
- Excellent written and verbal communication skills with a variety of audiences through telephone, email and virtual methods.
- Excellent grammar skills must be understood and utilized.
- Strong interpersonal skills are required to coordinate the efforts of numerous people to the end goal of a well-executed strategic proposal.

Other:

- Ability to work independently with minimal to moderate supervision.
- Work effectively as a member of a cross functional team and department.
- Attendance on the job at all times unless approved by immediate supervisor.
- Work flexible hours daily and weekly to fulfill position duties.
- May require overnight travel to attend industry and agency meetings and conferences.
- Ability to interpret policies and procedures.

External applicants need to apply on the SAFY website www.safy.org