



Proposal Manager - Tipik

Tipik (www.tipik.eu) is a dynamic Brussels-based consultancy providing multi-disciplinary services to the EU institutions, national public authorities and other international organisations. Its communications branch is specialised in integrated communications services, while its legal branch undertakes legal studies in various policy areas for the EU institutions. As public institutions purchase services through a tendering procedure, we are looking for a Proposal Manager to work at the Tipik Brussels office.

Role:

The Proposal Manager must be a leader who drives and controls a proposal effort, effectively owning the entire proposal lifecycle, from planning to contract award.

Responsibilities include among others:

- Analyse the Invitation to Tender and the tender specifications;
- Contribute to the Go/No Go decisions;
- Lead development of proposal strategies and themes;
- Establish and maintain the proposal outline and the proposal schedule;
- Build the proposal compliance matrix and track the fulfilment of all requirements;
- Organise the kick-off meeting, solution development meeting(s), key review meetings and any other necessary meeting;
- Coordinate the work flow and involvement of all proposal stakeholders (in-house and external);
- Give direction to the writing/editing/rewriting efforts and the development of proposal graphics;
- Occasionally write certain sections of the proposals;
- Review all proposal inputs and outputs to ensure compliance and responsiveness;
- Organise reviews of the proposal at various stages with key stakeholders, and subsequent revisions;
- Direct the production, reproduction and binding/packaging of the final proposal, and all hard/soft copies;
- Ensure that the submission meets the client's specifications;
- Organise post mortem analyses;
- Use Tipik's proposal management process and tools, and contribute to improvements as necessary;
- Actively maintain the repository of proposals and ensure all materials are documented and archived;
- Other reasonable and normal duties associated with the Proposal Manager position, as directed by the Business Development Director or by the relevant Team Manager.

Requirements

- **Job-specific:**
 - Minimum 5 years of professional experience (excluding traineeships) is mandatory;
 - Demonstrable experience in leading proposal processes and managing proposal teams is mandatory.
 - Experience in managing proposals for the EU institutions is mandatory;
 - As we are looking for different profiles, good knowledge of either legal studies and policy analysis, including evaluations and regulatory impact assessments, OR communications, such as advertising and PR, is mandatory;
 - Familiarity with proposal management industry standards and/or best practices such as the Association of Proposal Management Professionals' (APMP) body of knowledge or the Shipley capture and proposal methodology is an asset.
- **General:**
 - Bachelor's degree is mandatory;
 - BA degree or professional experience in law, certain policy topics or marketing and communications is an asset;
 - Advanced knowledge of MS Office Suite (especially MS Word, MS Excel and MS PowerPoint) is mandatory;
 - Near native level written and spoken English is mandatory, fluency in other languages is an asset.
- **Skills**
 - Leadership skills including assertiveness with the ability to effectively lead a diverse team of proposal stakeholders;
 - Strong reasoning and problem-solving skills;
 - Sound commercial understanding and risk management skills;
 - Ability to simultaneously manage multiple complex proposals or tasks;
 - Solid understanding and implementation of internal procedures;
 - Strong time management / prioritisation skills;
 - Excellent attention to detail;
 - Strong organisational skills;
 - Ability to operate independently with minimal supervision or feedback;
 - Highly motivated, with a flexible and adaptable approach to work;
 - Ability to work quickly and efficiently under pressure and meet deadlines.

What we offer:

- A central office location with wellness centre and additional services such as a laundry, car wash and more;
- Flexible working arrangements;
- A dynamic multi-cultural atmosphere;
- A supportive and collaborative working environment.

To apply, please send a CV and cover letter to jobs@tipik.eu mentioning **“Proposal Manager”** in the subject line.