

Proposal Manager

Tipik is an end-to-end communication agency with headquarters in Brussels and offices across Europe. It provides communication services to public institutions and international organisations, most notably the European Union institutions.

What does this mean?

We craft communication strategies, conceive and roll out large-scale communication campaigns through various communication channels such as social media platforms, or even on TV or out of home advertising, small or big events and much more. You might have already seen our work in newspapers, on TV, on social media channels or even when walking through the streets of your city.

Driven by a company philosophy based on strong human values and professional drive and excellence, we encourage initiatives and empower people to grow and develop their skills. When working with us, you'll make an impact by working with top-level clients in demanding and complex environments, and by collaborating with teams of high-level communication experts.

We are seeking a **Proposal Manager** to join our growing Tendering Team.

Role

As Proposal Manager, you will drive and control a proposal effort, effectively owning the entire proposal lifecycle, from initial planning to contract award. You will ensure that proposals are developed on time, within budget, and in compliance with the tendering requirements.

Responsibilities

- Analysing the tender specifications & contributing to the Go/No Go decisions;
- Leading the development of proposal strategies and themes;
- Coordinating the work flow and involvement of all proposal stakeholders, including briefing, setting deadlines, ensuring follow-up of the proposal contributions;
- Establishing and maintaining the proposal outline and the proposal schedule;
- Building the proposal compliance matrix and tracking the fulfilment of all requirements;
- Organising the kick-off meeting, solution development meeting(s), key review meetings and any other necessary meeting;
- Giving direction to the writing/editing/rewriting efforts and the development of proposal graphics;
- Directing the production, reproduction and binding/packaging of the final proposal and all hard/soft copies;
- Organising post-mortem analyses and handover meetings;
- Managing clarifications requests;
- Keeping proposal repository library up-to-date and ensuring all materials are correctly documented (CVs, References, ...)
- Other reasonable and normal duties associated with the Proposal Manager position.

Required Profile

Mandatory requirements:

- Minimum 5 years of proposal management experience ;
- Experience in managing proposals in response to the calls for tenders for services from the EU institutions;
- Bachelor's degree;
- Advanced knowledge of MS Office Suite (especially MS Word, MS Excel and MS PowerPoint)
- Near native level written and spoken English, fluency in other languages is an asset.

Other desired qualifications:

- Experience in proposal management for the EU Institutions
- Knowledge of proposal management industry standards and/or best practices such as the Association of Proposal Management Professionals' (APMP) body of knowledge;
- BA degree or professional experience in marketing and communications or the European Union.

Skills:

- Leadership skills including assertiveness;
- 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 full-time long-term position.
- A collaborative culture based on trust, honesty and hard work.
- An environment that gives staff the opportunity to take initiatives and grow.
- A team of colleagues with a high level of expertise in all communication services.
- A flexible work environment for a healthy work-life balance.
- A competitive salary package including benefits.
- Training learning opportunities.
- Workplace services such as sport classes, laundry, car cleaning and canteen.
- A workplace close to the EU institutions and public transport.

How to apply

Please apply on [LinkedIn](#).

GDPR

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)).

We will only contact you if your application is shortlisted for an interview. Your application will be treated as strictly confidential in accordance with our data protection policy. It may only be shared with other entities from the Sword group in the European Union.

Please also note we will save your CV in our database for a maximum of 2 years so we can contact you again should an opportunity arise for you. If you would like us to erase your data, please let us know when applying by contacting jobs@tipik.eu.