

# WOODS • PEACOCK

ENGINEERING CONSULTANTS

Woods • Peacock is seeking a detail-oriented and organized individual to join our team as a Proposal Coordinator and Data Analyst. Experience in the A/E/C industry, specifically the Federal arena, is desired. This role will be pivotal in supporting our business development efforts through efficient proposal coordination and accurate management of our CRM data within Deltek Vantagepoint. The ideal candidate will excel in managing deadlines, coordinating with teams and ensuring data integrity within Deltek Vantagepoint. Requires a team player with a take-charge approach while working collaboratively with our engineering and business development staff.

## Position:

- Full-Time Proposal Coordinator / Data Analyst
- Salary Negotiable

## Location:

- Alexandria, VA

## Qualifications:

- Bachelor's degree in Business Administration, Marketing, Communications, or another related curriculum is required.
- Proven experience in similar role, working closely with government proposals.
- Background in Database Analysis / Development is required.
- Experience in the A/E/C industry or with the Federal government.
- Strong organizational skills with the ability to manage multiple projects and deadlines effectively.
- Proficiency in CRM systems and experience with data entry and management.
- Excellent written and verbal communications skills, with the ability to articulate complex information clearly and concisely.
- Detail-oriented with the commitment to accuracy and quality in all aspects of work.
- Ability to work both independently and collaboratively with a team.

## Responsibilities:

- The Proposal Coordinator / Data Analyst assists with many aspects of content management, database analysis and maintenance, proposal generation and proposal production.
- Proposal Coordination
  - Manage the proposal milestones schedule, from initial request through to submission, meeting client requested deadlines and proposal requirements.
  - Gather proposal content from engineering and business development staff and facilitate reviews and approvals prior to proposal submission.
  - Maintain version control and ensure consistency in proposal formatting, branding, and messaging.
  - Developing detailed proposals for Woods • Peacock, adhering to the federal government SF330 qualification process, and incorporating other firms' qualifications as sub-consultants.
  - Developing detailed prime proposals for project pursuits in state and local jurisdictions and incorporating other firms' qualifications as sub-consultants
  - Manage past performance citations, resumes, proposal reuse materials, and other databases for the Business Development team.
  - Lead production effort such as desktop publishing formatting, light editing, printing, copying, tab covers, producing binders and electronic media.
- Data Entry and Management
  - Enter and maintain accurate and up-to-date information in Deltek Vantagepoint, including client contact database, proposal tracking, and client interaction history.
  - Conduct regular audits of the CRM data to ensure completeness, accuracy, and compliance with data governance policies.
  - Support CRM users by providing training on data entry best practices and troubleshooting data-related issues.

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E N G I N E E R I N G   C O N S U L T A N T S

- Quality Assurance and Documentation
  - Review proposal document and Deltek Vantagepoint data entries for accuracy, completeness, and compliance with Woods • Peacock standards.
  - Maintain documentation related to proposal processes, data entry procedures and protocols.
  - Generate reports and dashboards from Deltek Vantagepoint data to support business development and management decision-making.
- Communication and Collaboration
  - Communicate effectively with internal teams, stakeholders, and clients to gather information, provide updates on proposal status, and coordinate data entry activities.
  - Collaborate with marketing and business development teams to align proposal content with Deltek Vantagepoint data and client insights.

## Preferred Skills:

- Experience with proposal management and document management systems.
- Knowledge of government contracting processes and compliance requirements.
- Familiarity with data analysis and reporting within Deltek Vantagepoint.
- Ability to communicate effectively with other engineering firms, architectural firms, and federal agencies
- A knowledge and ability to use software such as InDesign, Microsoft Office, and Bluebeam
- Capability to incorporate graphic design and creative thinking into proposal writing
- Ability to work in a team atmosphere (both virtually and in-office), with engineers, administrative personnel, and principals to develop marketing and proposal strategies
- Excellent organizational and detail-oriented skills

For more information about our firm and the work we do, please visit: <http://www.woodspeacock.com>

If you are qualified and interested in the position, please email your resume to: [info@woodspeacock.com](mailto:info@woodspeacock.com)