

WE'RE HIRING!

Manager, Proposals & Marketing

Dominion Voting is seeking a strategic and passionate **Manager, Proposals & Marketing** to join our team preferably in our Denver, CO or San Leandro, CA offices. This position will be responsible for managing the Proposal Writing & Marketing team which is accountable for the creation and distribution of high-quality, winning proposals and industry leading marketing materials. The position relies on effective relationship management, people management, project and schedule management, and engagement with many internal and external groups, both technical and non-technical.

Responsibilities

- Effectively manage a team responsible for developing and executing Dominion's marketing strategy, and delivering winning proposals.
- Manage, train, and mentor a dynamic and professional proposal writing and marketing team
- Partner with Sales leadership and Regional Sales Managers to ensure all requested proposals, marketing materials, and presentations are of the highest-quality and completed in advance of scheduled deadlines.
- Leverage project and people management and skills by:
 - Defining, implementing, and managing the strategy for each proposal, RFP, RFI, etc.
 - Scheduling, overseeing, and participating in kick-off, review, and status update meetings
 - Providing direct and indirect guidance/support to your team in setting priorities and deadlines for each phase of the proposal process
- Continuously evaluate and implement ways to improve proposals, marketing materials and collateral, marketing strategies and plan, and marketing conferences/events; ensuring best practices and continuous improvement
- Contribute to the writing and editing of benefit-driven proposals and marketing materials that are accurate, detailed, persuasive, and responsive to customer needs and are based on standards and templates
- Create, organize, and maintain an efficient and accessible Proposal & Marketing repository/library
- Ensure your team is creating and delivering unique and effective company collateral, press releases, internal company communications, email marketing campaigns, newsletters, presentations, websites, social media, and events/conferences
- Oversee hiring, performance management, quality-control, and budgets for your team

Qualifications

- Bachelor's Degree in English, Writing, Marketing, Communications or similar
- 10+ years' experience with proposal writing and marketing is preferred
- 5+ years of people management experience to include hiring, performance management, mentoring, training, etc. is preferred
- Experience working for a technology company in a proposal writing and/or marketing capacity is preferred
- Experience working for a technology company with government customers is preferred
- Be a self-starter but with team-oriented approach to managing, working, and learning
- Strong analytical, planning, and problem solving skills
- Impeccable attention to detail to include excellent research skills
- Excellent reading, writing, verbal, and interpersonal skills with the ability to understand and effectively communicate complex concepts in a clear, concise and persuasive manner
- Advanced skills in Microsoft Word and other Microsoft Office applications
- Ability to successfully work on and meet deadline for multiple projects at one time
- Ability to effectively manage a remote, spread out team of professionals
- Ability to travel up to 10-15% of the time domestically and internationally

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