

Terma Inc (TUS), the US subsidiary of Denmark based Terma A/S, is searching for a highly qualified **Proposal Manager** to join our team of exceptionally dedicated professionals in an exciting and rewarding fast paced highly successful company. Leveraging the outstanding Terma reputation and our strong relationship with the US DoD, Homeland Security and large Prime Contractors for more than three decades, Terma has developed a significant presence in the U.S. as provider of mission critical solutions for aerospace, defense and security sectors. We are known as an independent, agile, and fast responding partner for mission customized solutions. For further information, please visit www.terma.com.

Location: Atlanta, GA / Warner Robins, GA / DC / Remote

The Challenge:

The Proposal Manager will lead a cross-functional team of experts to analyze customer requirements, develop and organize estimates of work to meet those requirements, coordinate approvals of Senior Terma Leadership and create high-quality finished proposals that comply with internal and customer requirements to enhance Terma's ability to capture new business.

Job Duties:

- Work closely with the Terma Business Development Team to define scope, requirements and winning strategy for new business opportunities.
- Lead all meetings during the Proposal Phase of a program from kickoff to formal review and approval of the proposal.
- Develop comprehensive plan and schedule for the proposal process with key actions, deliverables, and responsible parties assigned.
- Review customer solicitations, Requests for Information (RFIs), Requests for Proposals (RFPs) and ensure the appropriate Terma stakeholders are fully informed of the requirements. Track compliance of the Terma proposal response to the Customer's requirements.
- Support meetings with Terma Customers to review/refine proposal scope and address relevant Q&As
- Provide interface, communication and coordination with the cross-functional team supporting the proposal development process. Ensure action items and deliverables are completed on time and in compliance with requirements.
- Coordinate Basis of Estimates with functional teams for input into pricing
- Coordinate Bill of Material (BOM) development with Engineering and BOM pricing with Supply Chain staff.
- Coordinate with the Terma Procurement group to develop requirements and Statements of Work for activities and materials that will be subcontracted to other suppliers.
- Prepare Cross Reference Verification Matrices (CRVM) to ensure all Statement of Work requirements and included in Terma plans and estimates.
- Manage proposal risk by conducting proposal risk boards to identify risks and coordinating the mitigation of risk into the overall proposal's plan. Develop sensitivity analysis for proposal pricing and schedule to communicate likelihood of hitting proposal cost and schedule estimates as part of proposal reviews.
- Work with the Business Development Team to modify proposal strategies to mitigate risk.
- Coordinate with the Terma Pricing Manager / Finance Team to ensure proposal estimates are compliant with organizational goals and metrics. Analyze proposal and opportunity value by creating cash flow, NPV, ROI and other financial metrics.
- Coordinate with Contracts and Finance to ensure proposals comply with FAR requirements.
- Become familiar with Terma's product portfolio and solutions. Provide liaison duties between Business Development and Technical experts.
- Review internal processes and recommend revisions to drive continual improvement and efficiency in the proposal process.
- Prepare for and participate in contract/subcontract negotiations. While representing Company's interests, assure adherence to all government regulatory guidance.
- Support, communicate, reinforce and defend the mission, values and culture of the organization

**Qualifications:****Minimum Education and Experience:**

- Bachelor of Science degree with 10 years Defense & Aerospace experience. Minimum of 5 years Proposal and Proposal Management experience OR equivalent experience

Required Skills and Experience:

- US Citizenship with ability to obtain and maintain a Department of Defense (DOD) Security Clearance
- Knowledge of Federal Acquisition Regulation and Defense & Aerospace Industry Proposal processes tailored to meeting Prime Contractor and/or Government acquisitions.
- Experience throughout the program lifecycle from development through sustainment to include: proposal development, requirements decomposition, generation of system and subsystem statements of work and subcontracts, risk management, and continuous improvement efforts including implementation cost reduction and performance improvement efforts
- Knowledge of Program/Project management tools and procedures
- Solid leadership and management skills, particularly “influence management” and “conflict resolution”
- Ability to manage simultaneous projects and establish priorities
- Ability to adapt quickly to changing environments and requirements
- Experience with Earned Value Management System (EVMS) cost accounting and reporting; experience with metrics for assessing project and opportunity value and profitability
- Understand lean and process improvement principles (i.e.: Lean Six Sigma)
- Understand cash flow management principles
- Excellent customer interface skills
- Solid problem-solving skills
- Excellent oral and written communication skills to include presentation skills
- Proficiency with Microsoft Project and other Microsoft Office Applications (Excel, PowerPoint, Word)
- Ability to travel CONUS and OCONUS

Preferred Skills and Experience:

- Master’s degree in Engineering or Business
- Project Management Professional (PMP) Certification
- Formal Capture and/or Proposal Management Training for Defense & Aerospace Industry (i.e. Shipley, SMA, etc.)
- Avionics/Electronics design and manufacturing experience
- Experience in finance, contracting, export regulations, engineering, logistics, manufacturing and supply chain management

To Apply: Send resume to Terma Inc. – employment@terma-us.com

Terma Inc. is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of applicants or employees.