

Company Overview

Hammes Company comprises a team of accomplished professionals with deep industry and functional expertise. The company assists a full spectrum of healthcare clients by advising, implementing and managing key strategies and solutions that build high-performing organizations. Hammes Company is recognized by leading healthcare providers and industry insiders as one of the most trusted providers of consulting services in the United States. The company currently serves health systems, hospitals, physician groups and payers. Hammes Company is headquartered in Brookfield, Wis. and provides services through a network of regional offices strategically located across the country. For more information, please visit www.hammesco.com.

Position Summary

Hammes Company is currently searching for a proposal manager who will work across our service lines in supporting the pursuit of new business by managing the proposal development process. This position is responsible for managing proposal development as well as other persuasive deliverables that differentiate and create a competitive advantage. The creation of these documents will need to be done under strict deadlines. Proposal responses are coordinated with the business development, operations and leadership team. This position will manage projects independently and with strict adherence to company templates and standards. Attention to detail and an aspiration for grammatical perfection are essential.

Principal Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Develops, reviews, and edits Requests for Proposal (RFP) responses, presentations, and other marketing materials to be used for business development pursuits.
- Organizes proposal materials and responses. Collaborates with business development professionals and leadership to develop strategies and a clear/concise value proposition. Formats proposals and presentations.
- Researches and gathers information for use in proposal development including research on client organizations and competition.
- Creates new content and updates existing or outdated content when required and ensures that is properly filed for future use.
- Uses project management skillset to ensure work is completed within the required timelines.
- Produces and ships proposals to desired locations.
- Other marketing related duties as assigned to support the marketing team and other internal departments.

Knowledge, Skills & Abilities

The requirements listed below are representative of the knowledge, skills, and abilities required to perform this job successfully.

- Bachelor's Degree in English, Communications, Journalism, or Marketing.
- At least five years of related proposal writing and business development experience, preferably in consulting.
- Upbeat and enthusiastic attitude.
- Excellent written communication skills with a strong command of grammar and spelling.
- Attention to detail/accuracy oriented
- High level organizational and analytical skills
- Excellent time-management, multi-tasking and organization skills

- Ability to work independently, self-motivated, hard worker and eager to learn.
- Advance skills in Microsoft Office including Word, Excel, Outlook and PowerPoint required.
- Intermediate knowledge of Adobe Professional design software

Acknowledgement

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President. All requirements are subject to change over time and to possible modifications.