

Job Posting Contracts and Proposals Manager

Position Overview

Lead the Request for Proposals/Information (RFP/RFI) development process and timelines to support an efficient, high-quality, and timely RFP/RFI submission and scope change process. Lead initiatives to maximize the quality of RFP submissions. Train/mentor other team members.

Primary Responsibilities and Essential Functions

To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Manage the RFP/RFI submission process and timelines to exceed customer expectations and facilitate an efficient, high quality, and timely submission per SOP requirements.
- Coordinate and facilitate development of complex RFP/RFI content including budgets and strategic text in response to sponsor requests.
- Develop draft budgets including scope changes and proposal texts based on strategic parameters. Work with operational lead review and prepare budget metrics. Defend budgets (RFP and scope changes).
- Schedule and participate in strategy call and budget review call in accordance with submission timelines.
- Coordinate budget and contract revisions internally, with vendors and with Sponsor, as needed.
- Work with operational lead to develop applicable contracts including vendor budget development, interpretations, and/or reviews.
- Evaluates and reviews supplier/client requested contract changes; escalates deviations to department leadership.
- Manage and negotiate contractual arrangements as follows: remote visit contracts, vendor contracts, CDA/NDA.
- Works in conjunction with QA to manage activities relating to supplier management for remote visits and clinical activities and adherence to SOP QA-001, Supplier Evaluation and Monitoring, as applicable.
- Evaluates and monitors contracts for completeness, accuracy, compliance, and implementation to ensure adherence to regulatory and internal standards.
- Communicates and explains legal issues to internal and external parties per department guidelines as applicable.
- Performs quality control reviews on documents (proposals, contracts, etc.).
- Maintains budget/contract templates, accurate files, and databases.

- Provides training to Contracts & Proposals team members as well as other departments
- Note: This is not intended to be an exhaustive list of duties or responsibilities. There may be other duties as assigned.

Qualifications including Education, Experience, and Skills:

- Bachelor's Degree or equivalent experience defined as a minimum of 6 years related, combined experience in education, knowledge, and skills that will enable the incumbent to perform the tasks of the role proficiently.
- A minimum of 2 - 3 years in proposal development preferably in CRO managing vendor/client contract relations.
- Intermediate proficiency with Excel a must.
- Finance background in the healthcare industry and global experience strongly preferred.
- Excellent communication, time management, and organization skills.
- Excellent proof-reading skills.
- Process and solutions oriented.
- Flexible and accommodating.
- Must have ability to multi-task and prioritize workload; be proactive and self-starter; comfortable challenging operational leadership input.
- Excellent attention to detail, accuracy, flexibility, organizational and interpersonal skills, team-oriented, and analytical skills.
- Able to work at a computer for more than 6 hours in the day.

Firma is an Equal Opportunity Employer. Firma does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.