



Sr. Director, Contracts and Proposals

Position Overview

The Sr. Director, Contracts and Proposals is responsible for managing, facilitating, and driving the strategy for responding to all Requests for Information (RFIs) and Requests for Proposals (RFPs to include budgets) and for bid defense presentations for Firma Clinical Research ("Firma"). This position works closely with Operations, Finance, Vendor Management, and Business Development Teams to respond to client requests. Sr. Director, Contracts and Proposals acts as a player coach and provides inspirational leadership and development to a team of professionals. Sr. Director also assists with contract processing, routing, and approval.

Primary Responsibilities

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:

- By preparing and managing, drives the process for review of client materials and to identify which service offerings are appropriate for inclusion in the response.
- Conducts industry research as necessary to augment the response.
- Develops draft text and budget for identified services, establishes proposal development timelines, and schedules and leads appropriate internal meetings. Serves as the overall project manager for responding to client requests.
- Manages the RFI and RFP process from start to finish by working with the team to develop, revise, and finalize responses for clients within agreed upon timeframe and in accordance with applicable SOPs.
- Conducts client calls to determine requirements, identify potential issues, and provide solutions as part of the response development.
- Oversees finalization and quality check on all final client responses and supporting documentation.
- Tracks RFP or RFI related response information to answer any questions or to create revisions to the response and associated budget.
- Manages the process for development of standardized response text and budget templates for each offering and assists with revisions to the template as requested.
- Provides ongoing compilation of team and project experience/response database.
- Participates in client face-to-face meetings, as appropriate.
- Coordinates with outside legal counsel on contracts and related documents.
- Assists with team contract processing routing, and approval.
- Manages completion of agency and other related agreements.
- Lead team in transition to support the Data Service segment contracts and proposals



Managerial Responsibilities *(if applicable)*

- Effectively manage a team of dedicated proposal professionals including providing onboarding and identifying and providing skills-based training and professional development for continued growth and development.
- Plan and drive team goals/strategies to support company initiatives, customer satisfaction, and employee engagement. Measure and report on outcomes of efforts toward team goals.
- Work with function leaders to develop and implement a proposal preparedness strategy that outlines a tailored approach for leading and managing upcoming and imminent RFPs.
- Distribute work assignments to proposal team members.

Non- essential Functions:

- N/A

Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

Qualifications Including Education, Experience, and Skills

- Bachelor's Degree in Business, Finance, or life science or equivalent defined as a minimum of 6 years related, combined experience in employment, education, knowledge, and skills that will enable the incumbent to competently perform the duties of the role. Master's Degree strongly desired.
- Minimum 10 years direct experience in proposals, clinical research operations, or finance preferably at a CRO or clinical site.
- Leadership experience gained as a direct people leader.
- Experience with costing or pricing models and strategies, including margins and financial goals.
- Ability to interpret protocols and RFPs to understand and to provide strategic direction for proposal development.
- Strong communication, presentation, and project management skills.
- Strong analytical, organization, time, and project management skills.
- Expert skills in Microsoft Office Word, Excel, PowerPoint, Salesforce, and SharePoint with high proficiency in Excel to create complex formulas.
- Ability to work within teams and build positive and effective relationships with internal team members and clients.

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