

## **Proposal Manager**

**KTA-Tator, Inc. (KTA)** is a 100% employee-owned materials engineering firm, internationally recognized as a leading expert in materials engineering, corrosion protection and asset integrity. Five business units comprise the \$40+ million enterprise offering a broad range of coatings, steel, concrete fabrication and building envelope inspection, evaluation, and testing services in nearly every market and industry. KTA is a highly sought-after partner providing customer-driven innovation, cutting edge technology, and world-class service delivery for the protection of our clients' assets and the world's infrastructure.

KTA is seeking a self-starting, experienced Proposal Manager to be involved throughout the business development lifecycle from market identification through initial delivery. This position streamlines KTA's communication, reinforces our commitment to business development and cultivates enduring client relationships.

This position is based out of KTA's corporate office in Findlay Township (near the Pittsburgh International Airport). This is a hybrid "work from home/in-office" position after a successful, brief probationary period.

The incumbent will help KTA grow by ensuring compelling content in technical bid proposals, resumes, statements of interest, Letters of Intent, etc. by working with business unit managers (BUMs), group managers, area managers, subject matter experts (SMEs), inspectors, and administrative professionals.

You will know you have been successful when within 6 months you have:

- Developed a deep understanding of the full range of KTA's technical service offerings and the markets we serve in order to create truly compelling differentiators;
- Strengthened relationships with existing and potential clients;
- Established, maintained and actively managed a responsive proposal production process;
- Worked interactively with KTA's subject matter experts to craft technical scopes of service to respond effectively to client-specific requests;
- Proactively solicit new opportunities to pursue in our core markets;
- Taken ownership of authoring, editing, and formatting winning proposals, and verifying accuracy, completeness, and responsiveness to the client's requirements;
- Taken ownership and actively contributed to proposal development, marketing and sales materials by ensuring they contain compelling content; and
- Supported the business development team by engaging in market identification and intelligence gathering and participating in opportunity assessments.

The successful candidate should have three to five + years of demonstrated experience with proposal writing or similar technical writing, preferably for a professional services or construction firm. A bachelor's degree in Technical or Creative Writing, Journalism, or a related discipline is required with exceptional computer skills, including strong proficiency in the Microsoft Office Suite

of products. Attention to minute detail is essential for success in this role. The candidate should be able to build excellent internal as well as external relationships and be adept at handling multiple demands while meeting strict deadlines. Strong problem solving and decision-making skills are mandatory in this demanding, time sensitive position. Physical requirements include the ability to hear, speak, and see close and in color, with the ability to adjust focus.

We are proud to be a 100% employee-owned company voted a 2024 Top Workplace in Pittsburgh! We offer a competitive salary, a comprehensive benefits package and employee ownership. We offer a casual, friendly workplace, where employee owners are treated with dignity and respect and are valued for their contributions. KTA seeks diversity, inclusivity, and equality, and employee owners are expected to uphold and exemplify our core values of passion, professionalism, hardworking and honesty. With employee owner inspired values, we are dedicated to making each other, the company and our clients successful. We believe that serving our clients as we want to be served results in long lasting business relationships. We provide the training and support to take your career to a new and exciting level. At KTA you will work with, learn from and be given the opportunity to become the best in the industry.

**Visit this link to apply: <https://ktatatorinc.applytojob.com/apply/1ToEHAEG2/Proposal-Manager?source=ESWP>**

*KTA is an Equal Opportunity Employer. We are ACTIVELY looking to increase the DIVERSITY of our company. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. KTA is a Standing Firm Company. Elzly Technology Corporation (Elzly) is a wholly-owned subsidiary of KTA-Tator, Inc. (KTA). AA/EOE, including disability/vets*