**Proposal Writer**

**Position Summary:**

ICAP is seeking proposal writers on a temporary consultancy basis to support ICAP’s response to various proposals. Proposal writers must have demonstrated skill, expertise, and experience in responding to solicitations from CDC, USAID, NIH, etc. The proposal writer will work with the technical, program and proposal management team, both in NYC and with ICAP staff in-country, to help review solicitations, determine strategy for the application, storyboard, and write the technical proposal. The proposal writer will produce a high-quality proposal that is compliant with donor requirements, technically clear and accurate, and adheres to ICAP style. The consultant will report to the proposal team manager.

**Major Accountabilities:**

In close collaboration with technical teams and proposal managers, serve as lead writer and/or editor of proposals. This would include:

* Preparing an outline for the technical narrative, highlighting key donor requirements.
* Authoring the technical narrative of the proposal. This may include gathering information; leading technical design and storyboard sessions, writing and/or editing proposal sections such as executive summary, technical approach, management and staffing plans, and other sections as needed; consulting with ICAP staff to ensure accuracy; integrating different sections of the proposal developed by other authors; and revising text based on feedback.
* Substantive editing. This may include reorganizing material, adding or deleting information, revising major sections of text, and asking authors to address questions and concerns.
* Copy editing. This may include revising the text to make it clear, concise, correct, consistent, and coherent. With this level of editing, the proposal writer will ensure the flow between sections and follow guidance provided in the ICAP style guide and any specifications in the solicitation.
* Write and/or edit supportive documents needed for proposals including capability statements, past performance references, work plans, and background information on the relevant subject areas as needed.
* Attend technical meetings, check-ins, and other meetings as requested.
* Liaise with technical experts, both in-country and in NYC, to ensure the accuracy of content; with graphic designers to improve the presentation of information; with editors to incorporate their feedback; and with other communications experts to ensure compliance with organizational processes for preparation and approval of materials.
* The proposal writer shall remain flexible, communicate effectively, and work collaboratively with other members of the proposal team to ensure a smooth proposal development process and adherence to the timeline developed for this proposal.
* In the event of scheduling conflicts or difficulty obtaining needed information, the proposal writer shall inform the proposal manager promptly to ensure speedy resolution of any issues.

**Education:** Bachelor’s degree in journalism, communications, public health, marketing, or related field is required. An advanced degree is preferred.

**Experience, Skills & Minimum Required Qualifications:**

* Minimum of five (5) years writing public health related US government proposals and prior experience writing large scale, complex bids
* Demonstrated writing and editing skills appropriate for competitive proposal submissions.
* Demonstrated skill in using terminology and concepts related to global health issues.
* Knowledge of technical areas such as HIV/AIDS, human resources for health, global health security, health systems strengthening, etc. strongly desired.
* Ability to synthesize technical information and data to create engaging and compelling text while maintaining technical accuracy and adhering to strict page limitations.
* Ability to juggle multiple demands, manage shifting priorities, and negotiate timelines.