



K A U F F M A N
&
A S S O C I A T E S , I N C .

JOB OPENING

Job Title: Proposal Coordinator
Company: Kauffman & Associates, Inc.
Location: Silver Spring, MD

Founded in 1990, Kauffman & Associates, Inc., (KAI) is a fast-growing professional services firm that welcomes talented staff and strategic thinkers from diverse backgrounds and fields. Our dedicated team applies their special skills, knowledge and experience, delivering creative solutions that positively impact society.

With offices in Silver Spring, MD and Spokane, WA, KAI works closely with public and private-sector clients to tackle many of today's leading social issues – including public health, education, and economic development. Join us today and be rewarded with a meaningful career challenge.

We offer competitive compensation and an excellent benefits program including medical, dental and life insurance, short- and long-term disability coverage, paid time-off and holidays, and matching 401(k) contributions.

We have an immediate need for a Proposal Coordinator (PC). The PC is an integral member of the Business Development Team and is responsible for providing a range of support for the proposal preparation and business development activities of the team. The PC also provides support to the Vice President by proactively seeking ways to relieve the Vice President of administrative details while anticipating their needs.

Responsibilities include:

- Provide administrative support for the proposal development process, including assisting in the writing, editing, formatting and updating of staff resumes; proofreading and editing of proposal text; and assisting with the production of hard copy proposals.
- Provide desktop publishing for proposals to ensure quality and consistency in proposal appearance.
- Provide general administrative support for the Business Development (BD) Team including tracking BD activities, maintaining BD hard copy/electronic files, calendars, report logs and databases; producing correspondence and coordinating proposal delivery.
- Coordinate logistics for meetings with potential clients, consultants, and others, including coordinating meeting site, materials, corporate communications and BD Team contributions to newsletters.
- Take accurate detailed notes while participating in a variety of conference calls and face-to-face meetings.
- Provide day-to-day administrative support to the Vice President.

Required Qualifications:

- Bachelor's degree, training in a related field such as business administration, communications or administrative or writing related field **or** 4 years of administrative experience in a business environment.
- 2-3 years directly related business development experience in Federal contracting
- Highly developed organizational and time management skills with ability to perform in a high volume, time-sensitive/deadline driven environment
- Excellent written and verbal communication skills
- Excellent computer skills in MS Office, especially Word and Excel.
- Basic desktop publishing/document production skills
- Previous work in American Indian/Alaska Native communities beneficial
- Ability to exercise discretion, confidentiality and judgment in dealing with sensitive information



K A U F F M A N
— & —
A S S O C I A T E S , I N C .

Please submit a resume and cover letter summarizing your experience as it relates to this position and your desired salary range to careers@kauffmaninc.com by **Tuesday, October 11, 2011.**

KAI is an Equal Opportunity – Affirmative Action Employer.