

PROPOSAL MANAGER

Ahtna Environmental Incorporated

Ahtna Environmental Inc. (AEI) holds an 8(a) certification with the Alaska District of the Small Business Administration and is a growing, self-performing contractor with experience in managing environmental and construction projects. AEI has experts in program/project management, as well as technical, administrative and field staff to provide a broad spectrum of services with unmatched success in developing, evaluating and deploying innovative environmental solutions. AEI has extensive experience with environmental issues and a significant understanding of environmental laws and regulations that are currently facing various federal agencies. AEI's services are backed by a commitment to safety, quality and corporate resources that are managed by dedicated and recognized leaders.

AEI seeks an experience Proposal Manager. You will be responsible for supporting the company's established marketing strategies and to initiate, facilitate, compile, write, and edit proposal responses for federal and state agencies through the development of proposals, statement of qualifications, client presentations, and marketing collateral.

In this self-driven role, you will work alongside a create team to manage proposals (RFP, RFI) and all deliverables as needed, including determining schedules, assigning work packages, coordinating content submission from writers, and submitting responses on-time, as well as final editing, formatting and assembly. You will facilitate strategy/theme development to define Ahtna's competitive solutions and discriminators. Participate in pre-marketing activities, including: intelligence gathering, competitor analysis, and selection panel profiling and drive proposal efforts to finish, including Go/No-Go, teaming, capture of intelligence resources, development, submission follow-up, and debriefing.

Bachelor's degree in an applicable discipline. Work experience may substitute education on a 1 to 1-year basis. 3 to 5 years of experience with federal proposal development, with at least 2 or more of those years with federal proposal volume and major section development going through the full-life cycle of proposal volume development. Federal proposal writing experience is a must. Must be able to pass background checks by various Federal Agencies (e.g. DoD, DHS, FAA, etc.) to obtain security access. Must be a US Citizen and possess a valid driver's license with clean driving record, able to drive company vehicle.

Shareholder Preference

Pursuant to PL 93-638, as amended, preference will be given to qualified Ahtna Native Corporation Shareholders, Descendants, and Spouses in all phases of employment.

To apply for the position, please apply online at www.ahtna-inc.com/employment, create a profile, upload your resume and complete the online application. For additional questions, please contact Pamela Hunsuck, Recruiter, phunsuck@ahtna.net or (907) 868-8228.