



Join the DOWL Marketing Team!

We're looking for a Proposal Manager in our Anchorage office. This is a full-time position responsible for managing qualifications-based marketing proposals for select opportunities. This position includes some business development and administrative duties.

To view the complete job description and submit an application; please visit our company careers portal at <https://careers.dowl.com>

Qualifications

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Baccalaureate degree from four-year college or university and two years related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

Must be 18 years of age or older and have a valid driver's license with a good driving record to be covered by the firm's vehicle insurance.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to create and interpret graphs/charts.

Job Knowledge, Skills and Abilities

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write proposals, qualification packages, reports, and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must be able to use Microsoft Outlook, Word, Excel, and PowerPoint and have knowledge of graphics software.
- To perform this job successfully, an individual should have the ability to type accurately at a reasonable pace (not less than 40 words per minute).

DOWL is an equal opportunity and affirmative action employer. Minority, Female, Veteran and disabled candidates are encouraged to apply.