



## Smarter Buildings. Smarter People. Connected Real Estate.

**Job Title: Proposal Writer**  
**City: Leesburg**  
**State: VA**

### Company Description

As a recognized leader in real estate and facilities services, The Building People integrate technology, buildings, and people to deliver the future of facilities today. We solve the complex challenges facing building owners, tenants and stakeholders by maximizing the workplace experience and reducing costs - all without sacrificing quality or reliability. Our approach integrates all phases of the real estate life-cycle, and our commitment is driven by our passion to innovate, lead with experience, and build long-term relationships with our clients. The real estate and the facilities landscapes are changing, join us and we will lead this change together.

Our top priority is hiring and retaining top talent in all areas of our organization. At the Building People it is our goal to foster integrity and a work culture that motivates and inspires employees to succeed. We are excited that our team is growing rapidly, which means we need you!

The Building People's Market Offerings and Business Lines include:

- Real Estate and Workplace Services
- Facilities Management
- Energy and Sustainability
- Environmental Services
- Construction, Project and Engineering Services
- Financial and Portfolio Management
- Technology Services
- Mission Support Service



**TECHNOLOGY**  
Integration & Innovation



**BUILDINGS**  
Operations & Services



**PEOPLE**  
Strategy & Program  
Support

## Description/Job Summary

Our top priority is hiring and retaining top talent in all areas of our organization. At the Building People it is our goal to foster integrity and a work culture that motivates and inspires employees to succeed. We are excited that our team is growing rapidly, which means we need you! The Building People, LLC has a position open for a **Proposal Writer** (Staff Proposal Writer) to support our Proposal Manager and Business Development team with the development of accurate, compelling messaging and high quality content for proposals related to one or more of the key functional areas below.

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## Responsibilities/Duties

- Once an opportunity has been qualified, attend all gate reviews, pipeline reviews, and other BD/Capture meetings as an opportunity stakeholder.
- Read and analyze Requests for Information (RFIs), Requests for Quote (RFQs), Sources Sought Notices, and Requests for Proposals (RFPs), with additional attention to Statement of Work, evaluation methodology, and submission requirements.
- Develop and consolidate RFP questions from technical Subject Matter Experts (SME), Corporate leadership, and Pricing Lead.
- Research and document information, and draft clear, concise, accurate, and compliant responses to RFPs.
- Conduct interviews with technical and management SMEs, program leaders, and key personnel
- Participates in strategy and solution sessions,
- Create win strategies, win themes, and discriminators
- Participates in storyboarding and content development meetings.
- Participates in color reviews, providing detailed feedback to proposal teams.
- Work with graphic designers to further develop proposal content
- Incorporate feedback based on reviews to ensure the final narrative is compliant, compelling, and high scoring.
- Identify, resolve, mitigate, and escalate gaps and risks to proposal management and operations leadership.
- Assess existing boilerplate against narrative requirements to determine what additional resources are necessary to complete proposal sections, including specific subject matter expert needs.
- Develop templates and other proposal management documentation as appropriate to complete assigned tasks.
- Assist with maintaining and creating proposal content from approved and submitted proposals into a standard repository.

## Preferred Skills

- Strong writing skills to ensure consistency and clarity to meet proposal needs and address potential client requirements
- Ability to craft compelling client messaging that describes the features, benefits, and value of our facilities operations and maintenance services, while adhering to strict deadlines on multiple projects
- Expert working knowledge of MS Office products and Adobe PDF creation, consolidation, and editing.
- Excellent communication skills, both written and oral to include product presentations

- Strong leadership skills, ability to lead and collaborate with The Building People's business units and subcontractors.
- Ability to multi-task on numerous projects and stay within critical timelines
- Ability to complete tasks in a timely manner with little supervision
- Professionalism, integrity, and a strong work ethic.

## Required Experience

- 7+ years of proposal writing, proposal coordinator, proposal management, business development, or capture management experience mostly with large, complex opportunities.
- Demonstrated experience writing, managing, participating in, and/or developing complex, voluminous proposals for significant opportunities including, specifically technical and solutions
- Experience writing solutions to one or more of the stated Market Offerings / Business Lines; facilities operations and maintenance, civil engineering, and logistics projects

## Required Education

- Bachelor's degree in Marketing, Business, English or other related field.

## Details

Competitive benefits include:

- Medical & Rx
- Dental
- Vision
- Flexible Spending Accounts
- 401(k) Retirement Plan
- Life Insurance/AD&D
- Long Term Disability and Voluntary Short-Term Disability
- Paid Time Off
- Holiday Pay

All positions require a background check after acceptance of our offer. The selected candidate will be eligible to begin employment before the background check has been finalized. However, continued employment will be contingent upon the results of your reference/background check from The Building People, LLC. Your position may require special credentialing, clearance, and access as a condition of employment. In the event the government or client does not sponsor or approve your clearance, it may result in termination of your employment.

We are an Equal Employment/Affirmative Action employer. We do not discriminate in hiring on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by federal, state, or local law.

If you need a reasonable accommodation for any part of the employment process, please contact us by email at [reasonableaccommodation@thebuildingpeople.com](mailto:reasonableaccommodation@thebuildingpeople.com) and let us know the nature of your request and your contact information. Requests for accommodation will be considered on a case-by-case basis. Please note that only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address.

For more information, view the [EEO is the Law Poster](#) and [Pay Transparency Statement](#).

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