

## **Title: Proposal Development Intern**

**Location:** Goldbelt Wolf  
Alexandria, VA

**Category:** Internship

**FLSA Status:** Non-Exempt

**Salary/Grade Level:** TBD

**Date Approved:** Summer 2012

**Reports to (Supervises/Liaison):** Proposal Manager

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### **SUMMARY**

The Proposal Development Intern at Goldbelt Wolf will learn how to build a proposal database that stores all the reusable items of information that are frequently requested by issuers of Requests for Proposals (RFPs), and Requests for Quotations (RFQs). She/he will use the component management system to classify all the aforementioned reusable items. This is a great opportunity to work in close collaboration with Business Development professionals in a dynamic work-environment where the intern's business development skills will be enhanced. Projects include the following:


- Formatting documents in MS Office;
- Supporting the Proposal Manager in developing proposals;
- Handling the mechanics, logistics, and administrative aspects of proposal management;
- Interfacing with a full spectrum of personalities including proposal managers, volume leads, technical and business subject matter experts, authors, graphics and editorial staff to facilitate and expedite the efficient and effective development of proposals;
- Coordinating the development and compilation of information from functional elements to aid in proposal development.
- Assisting Pricing Manager by checking data for accuracy;
- Maintaining and distributing Bid Tracker;
- Helping team to identify Opportunities;
- Helping team to develop win strategy;
- Helping team to develop capture plans;
- Helping team to manage pipeline;

### **MAIN INTERN PROJECT: Component Content Management**

To facilitate and expedite the development of proposals, the intern will file all the reusable items of information in a proposal database.

She/he will use the component content management system to classify all the aforementioned reusable items.

### **Capabilities and Competencies:**

- Able to think strategically.
  - Able to communicate effectively
  - Demonstrated leadership ability
  - Able to influence without authority
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- Solution oriented
- Relationship focused
- Performance driven
- Excellent interpersonal and communication skills
- Able to work effectively within a team structure.

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Must be eligible to participate in Goldbelt's Career Development Program
- Above average keyboarding skills.
- Above average oral and written communication skills.
- Good interpersonal skills.
- Able to organize and pay attention to detail.
- Must be available for entire twelve week internship.
- Must have a high-level of proficiency in MS Office.
- Must be a reasonably proficient computer user.

**PREFERRED QUALIFICATIONS (education, experience, skills)**

- Able to identify and resolve problems in a timely manner.
- Able to gather and analyze information.

