

Technical Proposal Writer



Shelter For Life International (SFL) is an international faith-based relief and development organization with over 30 years experience in providing sustainable development and humanitarian assistance to post conflict countries around the world. We are currently operational in Afghanistan, Liberia, and Senegal, with Headquarters located in Minnetonka, MN. Our team provides support and assistance in the following areas:

1. Population Movement and Settlement
2. Public Infrastructure Reconstruction
3. Economic and Social Development

Our mission is to Demonstrate God's love by enabling people affected by conflict and disaster to restore their lives and rebuild their communities. To learn more about us, please head to www.shelter.org

Position Summary:

SFL seeks a lead technical proposal writer. The Proposal Writer will be familiar with writing proposals for the U.S. Government, including USAID and USDA. Using technical writing and business development skills, the consultant will draft and finalize proposal content, including generating raw content from various sources into a cohesive and comprehensive package. Knowledge and experience with Federal procurement compliance is essential.

Areas of Responsibilities:

- Work with SFL staff to develop, write, and submit high-quality and competitive technical proposals.
- Provide technical insight and input across all elements that inform the technical approach, including appropriate levels of effort, execution of activities, partnering, and overall responsiveness to the proposal statement of work.
- Attend meetings, review sessions, and coordinate with SFL staff as required.
- Provide technical expertise and guidance to the proposal team during review sessions.
- Integrate the proposal team's comments through an iterative process.
- Identify and incorporate compelling research and data into proposals to support requests for funding.
- Ensure that the final technical proposal is cohesive and that the technical approach section is compliant
- Assist with other writing and development activities as assigned.

Education, Experience, and Skill Requirements:

- Masters's degree.
- At least three or more years of experience in technical and/or grant writing required.
- Proven track record in writing winning technical proposals for USAID and other donor agencies.
- Motivated self-started with the ability to work independently with purpose and accuracy.
- Strong collaborator and effective communicator, who can manage complexity, build networks, be resilient, drive results, and think strategically.
- Exceptional ability to multi-task, problem solve, manage deadlines effectively, and be flexible due to possible changing priorities.
- Adaptable, with an eye for detail and the ability to be results-focused and outcome orientated.
- Excellent verbal, written and interpersonal communication skills.
- Strong organizational and computer skills, with proficiency in MS Office Suite
- Willingness and capacity to work a flexible schedule and extended hours during periods of intense activity.
- Experience implementing donor programs at a local level a plus.

SFL is interested in applicants whose professional ethics, values and determination to achieve impact are evident and aligned with organizational priorities.

Additional notes:

- This is a part-time contracted position, with flexibility to work at home or at HQ

Apply:

Please send your resume, cover letter, and writing sample to jessica@shelter.org with the subject line: *“Technical Proposal Writer”*. Please include your name in the title of all attached documents.