

Grey Snow Professional Services (GSPS)

Position Title: Technical Proposal & Federal Execution Lead

Level: Senior-Level

Location: Remote (with travel up to 40%)

Start Date: October 22, 2025

Application Deadline: October 21, 2025

Reports To: President, Grey Snow Professional Services

Position Summary

This isn't a back-office role it's where opportunities are shaped, won, and transitioned into execution. The **Technical Proposal & Federal Execution Lead** is responsible for leading technical proposal development and managing federal execution activities across the full opportunity lifecycle. This position partners directly with the President to ensure strategic alignment, joint venture (JV) coordination, and operational readiness. The role requires frequent, short-notice travel (up to 40%) to federal installations, job sites, and pre-award locations, including OCONUS and international destinations. The ideal candidate thrives in a fast-paced federal contracting environment and has industry-specific experience across construction, professional services, defense, infrastructure, energy, and commercial sectors.

Key Responsibilities

1. Technical Proposal Development

- Lead and author complex technical proposals across multiple NAICS codes.
- Coordinate multi-disciplinary pursuit teams including internal staff, subcontractors, consultants, and JV partners.
- Draft, edit, and tailor narratives, staffing plans, compliance matrices, and management approaches.
- Coordinate with SMEs and estimators to ensure complete, compliant, and compelling submissions.
- Oversee proposal layout, formatting, and final production.
- Manage proposal templates and corporate qualifications to ensure consistency.
- Conduct color team reviews and address compliance gaps under tight deadlines.
- Provide seamless handoff to operations and capture lessons learned post-award.

2. Federal Project Data, CPARS & Strategic Proposal Functions

- Maintain and implement Project Data Sheets and performance databases.

- Manage Contractor Performance Assessment Reports (CPARS), prepare responses, and track performance metrics.
- Draft Sources Sought responses, SBA requests, FOIA submissions, and related federal documentation.
- Integrate debrief insights into future proposal strategies.
- Implement AI-enabled estimating, writing, and marketing workflows.
- Develop line cards, marketing collateral, and project reference materials.

3. Federal Opportunity & JV Coordination

- Coordinate opportunity pipelines across multiple JVs and subsidiaries.
- Partner with Business Development to shape capture strategies and assess pipeline fit.
- Manage pre-bid meetings, site visits, and submission logistics.
- Monitor SAM.gov, BISAM, agency forecasts, and eProcure platforms to identify opportunities.
- Administer GovWin and CRM systems to ensure synchronized pipelines and weekly reporting.
- Maintain data accuracy and reporting discipline across all federal pursuit systems.
- Demonstrate working knowledge of FAR/DFARS and federal compliance requirements.

4. Joint Venture Bidding Administration

- Manage administrative bidding functions across active JVs.
- Maintain bid lists, trackers, projections, and calendars.
- Facilitate JV bidding meetings, reps & certs, submittals, and portal uploads.
- Maintain JV compliance binders for SBA and agency audits.

5. Federal Pre-Project Engineering & Field Startup Support

- Support preconstruction and project startup processes post-award.
- Participate in kickoff meetings and early-stage scheduling or submittal reviews.
- Prepare administrative submittals and track RFI processes.
- Coordinate change management activities as projects mobilize.
- Provide on-site federal coordination and travel as needed to ensure operational readiness.
- Ensure cohesive transfer of knowledge from proposal to operations.

6. Compliance, Certifications & SBA Program Management

- Manage SAM.gov registrations, SBA certifications, and compliance documentation.

- Maintain certifications across all federal and state contracting platforms.
- Support SBA Mentor–Protégé Program administration and reporting.
- Oversee compliance reporting for SBA-approved JVs.

7. SBA Mentor–Protégé Program Coordination

- Coordinate reporting between Mentor and Protégé entities.
- Maintain activity plans, track metrics, and compile program documentation.
- Ensure completion of required weekly, monthly, quarterly, and annual SBA reports.

8. Executive & Strategic Support

- Operate as a strategic partner to the President, ensuring clear communication and alignment of priorities.
- Coordinate deliverables across executive leadership, partners, estimators, and proposal teams.
- Prepare executive briefings, manage key action items, and coordinate meeting logistics.
- Support presentation and briefing material development for conferences, client meetings, and agency engagements.
- Maintain confidentiality in all executive and pre-award matters.

9. Strategic Presentations & Industry Engagement

- Develop PowerPoint decks, conference presentations, and briefing materials.
- Manage content flow and scheduling for upcoming events and speaking engagements.
- Coordinate logistics, materials, and support for leadership participation in conferences and client meetings.

Required Qualifications

- Bachelor's degree or equivalent experience (4-year degree strongly preferred).
- Minimum of 15 years of experience in federal proposal management and execution.
- Demonstrated experience managing IDIQ, MATOC, SATOC, and BOA vehicles.
- Experience with PIEE, WAWF, and related federal systems.
- Familiarity with FAR/DFARS, CPARS, and federal contracting procedures.
- Strong organizational and administrative tracking skills across multiple JVs.
- Proficiency with Primavera, USACE RMS/QCS, Procore, Ariba, Supplier One, or similar systems.
- Exceptional technical writing and editing abilities.
- Ability to travel frequently on short notice, including internationally.

- Strong interpersonal and cross-functional coordination skills.

Preferred Qualifications

- Shipley Methodology or equivalent proposal training.
- Experience with USACE, NAVFAC, VA, GSA, or similar federal agencies.
- Certifications: PMP, CCM, EM 385-1-1, USACE QCM, or equivalent.
- Multilingual or multi-sector experience preferred.

Core Competencies

- Technical Proposal Execution
- Federal Opportunity Administration
- Joint Venture Management
- SBA Regulatory Compliance
- Strategic Leadership Support
- Multi-Sector Federal Knowledge
- Executive Communication and Presentation

How to Apply

Interested applicants should email a resume and cover letter to ckier@greysnow.com no later than **October 21, 2025**.

Tribal Employment Preference

Preference in hiring will be given to qualified members of the Iowa Tribe of Kansas and Nebraska, in accordance with tribal employment policies.