



**Job Title:** Solutions Specialist

**Reports To:** VP of New Business Development

**Fair Labor Standards Act Status:** Exempt

**Summary:**

The Solution Specialist position works as part of the Sales Support team, to assist with Business Development and Marketing activities. It provides a dedicated and professional solution knowledge base, together with deployment and domain expertise.

Seeking an RFP Specialist to manage prospecting process for the firm including the production of requests for proposals for hardware and software solutions.

**Essential Responsibilities include:**

Quickly gain in-depth knowledge of the organization to assist with the completion of questionnaires and proposals regarding the firm and its services.

Maintain current information in the RFP library in order to complete required questionnaires and proposals.

Develop an understanding of prospect needs in order to appropriately tailor responses.

Manage the process to ensure timely and accurate completion of Requests for Proposal (RFPs), Requests for Information (RFIs), and Request for Quote (RFQs) .

Develop effective working relationships with internal stakeholders as required to provide accurate, thorough content.

Monitor public databases and industry publications to ensure the firm is aware of and participating in RFPs that are of interest to the firm.

Maintain adequate prospecting records for each opportunity including the completion of the prospect summary.

Gather information to assist the firm in competitively pricing new business opportunities.

Ad hoc assignments as requested.

**Direct Sales and Marketing Support:**

Prepare demonstration materials including data, application configuration, documentation etc., in order for the sales team to deliver demonstrations.

Create PowerPoint presentations and video materials for sales/marketing activities.

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Ensure all equipment and handouts are at Regional Conventions in a timely basis for the team to be successful.

Maintain an activities calendar for all conventions, nationwide. Work with VP of Business Development to determine which best fits the needs of the company. Once determined, make all necessary arrangements for attendance.

**Requirements:**

Bachelor's degree required; preferred emphasis in English or Communications

Previous experience of 3 years in technical and proposal writing; experience responding to RFPs.

Mastery of MS Office programs (Word, Excel, Outlook, PowerPoint), as well as Adobe PDF

**Qualifications**

Excellent interpersonal, communication skills, both orally and in writing, with other staff and sometimes customers.

Ability to cope under pressure and work to tight deadlines.

Excellent organizational skills; ability to manage multiple projects successfully

Ability to work with limited supervision; self-motivated; flexible

May need to work beyond standard hours during peak periods to meet deadlines

Demonstrated solid judgment and ability to handle confidential information

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