

Technical Proposal Writer

Acumen, LLC and The SPHERE Institute conduct public policy research and statistical analysis on health and social service programs at the national, state, and local levels. Established by scholars from Stanford University in 1996, our policy firms offer an exciting opportunity to conduct work in health care topics. We are growing rapidly and are seeking experienced Technical Proposal Writers to support our research in health policy.

The majority of our current projects are in the areas of Medicare and Medicaid policy. Some of our current clients include:

- U.S. Department of Health and Human Services
 - Centers for Medicare & Medicaid Services (CMS)
 - Agency for Healthcare Research and Quality (AHRQ)
 - National Institutes of Health (NIH)
 - Food and Drug Administration (FDA)
- Congressional Budget Office
- U.S. Department of Justice
- State of California Department of Health Services

Position Description:

Acumen is responding to an increasing number of Request-For-Proposals (RFPs) and is looking for experienced writers who can develop well articulated proposals to secure competitive contracts and grants. Technical Proposal Writers will:

- Research, write, and edit proposals under tight time constraints.
- Monitor and review solicitations (e.g. RFPs, RFTOs, and RFIs) from government and non-profit sources.
- Coordinate and collaborate with subject matter experts (peers and management) to gather information for writing succinct and effective technical components.
- Maintain proposal-related database including CVs/biosketches, project descriptions, etc.

Minimum Qualifications:

- Bachelor's Degree (English/Journalism preferred) and a minimum of three years of experience researching, writing and editing technical elements of competitive government and commercial proposal responses.
- Demonstrable written and oral communication skills.
- Excellent understanding of Microsoft Word and Excel (SharePoint a plus).
- Experience reviewing and analyzing solicitations from sources such as FedBizOpps or Grants.gov.
- Ability to establish priorities and meet strict deadlines with strong attention to detail and quality.
- General knowledge of research and evaluation methodologies/approaches.
- Interest in Medicare and Medicaid related health care issues a plus.
- Experience developing Business Proposals a plus.

This is a full time position, with salary based on experience and/or education. Benefits provided.

To apply, please visit our website at www.acumenllc.com/careers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.