



JOB DESCRIPTION: GLOBAL PROPOSAL COORDINATOR

DEPARTMENT:	FLVS Global	REPORTS TO:	Director, Global Support
JOB CLASS:	Coordinator	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	July 26, 2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Global Proposal Coordinator oversees the pursuit, planning, organization, evaluation, submission, and tracking of out-of-state proposals (e.g., RFP, RFI, RFQ) and state applications matched to FLVS organizational priorities and FLVS Global revenue goals. As the primary author of submissions, the Global Proposal Coordinator works with department leaders and coordinates human resources to meet requirements and timelines for all proposals and applications.

ESSENTIAL POSITION FUNCTIONS:

- Research and identify, analyze, and monitor available proposal and application opportunities to prioritize team resources and align to department goals
- Develop and coordinate proposal processes, overall proposal schedule, outlines, compliance metrics, proposal drafts plans associated with the application or proposal process
- Recommend go/no go action on available proposals and applications to the FLVS Global leadership team
- Schedule and run proposal and application kick-off meetings; attend meetings related to question and answer periods held by proposers; coordinate attendance at formal presentations
- Assemble, organize, and coordinate cross-functional teams needed to support proposals and applications that may include members of Information Technology / Client Support, Legal, Sales, Marketing, Instruction, Finance, Human Resources, Professional Learning, and other internal business areas
- Develop and coordinate win strategies with appropriate input from internal stakeholders
- Research, write, edit and coordinate proposals and applications within required timeline
- Coordinate document template(s) using FLVS and/or FLVS Global branding as required, collaborating with Marketing as necessary
- Report progress of proposal and application activities through written reports, email updates, Salesforce.com data entry, and presentation meetings as directed
- Strategically apply policy knowledge and data analysis to support proposal and application requirements
- Identify, access, resolve, and/or escalate issues as needed
- Monitor and maintain FLVS RFP vanity email box
- Serve as the primary contact for all proposal and application activities
- Remain up to date on the trends, standards and areas of compliance in online learning and uses information to maintain a competitive edge

- Aggressively seek proposal opportunities matched to FLVS organizational goals and FLVS Global revenue priorities using software, contact with affiliates and partners, and referrals from stakeholders
- Generate curriculum cross walks for courses as required, including gap analysis
- Liaise with other Global and FLVS Digital Publishing staff to initiate and monitor content projects to achieve strategic department goals
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's Degree; or equivalent combination of education and relevant experience

Experience:

- Minimum three years' experience in the virtual / online learning industry in the PK-12 market, specifically at FLVS or FLVS Global
- One year proposal or grant experience with demonstrated success
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Knowledge, abilities and skills:

- Excellent communication skills both orally and in writing
- Ability to work with and through people to establish goals, objectives, and action plans
- Ability to communicate and influence leaders
- Strong analytical, writing, and presentation skills
- Knowledge of and proficiency in data analysis and data management
- Highly organized individual, capable of handling multiple priorities, meeting deadlines, and managing time effectively.
- Ability to successfully gather necessary information from a wide variety of people in an efficient and effective manner
- Must possess strong, documented attention to details and customer satisfaction
- Demonstrated success working in fast-paced, rapidly changing environment

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer</i>

<i>supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote with up to 25% travel as required
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.