

Job Announcement: Proposal Coordinator

ASTRA is seeking a Proposal Coordinator to be a part of our Business Development team. The Proposal Coordinator will support proposal development to ensure that ASTRA submits high-quality, compliant proposals that drive the company toward meeting strategic and programmatic objectives. The Proposal Coordinator will work across ASTRA to apply and support best practices in responding to funding opportunities for the Business Development Team.

Roles & Responsibilities

Proposal Coordination (60%)

- Develop and implement processes to streamline proposal efforts.
- Provide well-organized file management on every proposal and archive final documents.
- Be a central point of contact for proposal inquiries, track current and anticipated proposal opportunities.
- Manage multiple proposal schedules from start to finish under tight deadline constraints.
- Develop and maintain templates, checklists, and required forms based on solicitation requirements.
- Complete required proposal components, including forms/letters, obtaining approvals as required.
- Identify information needed from external partners and ensure that information received is timely, high quality, and compliant.
- Edit proposal content for readability, consistency, persuasiveness, and clarity.
- Incorporate all components of a full proposal application into final documents for submission.
- Coordinate color team reviews in accordance with the proposal schedule.
- Perform compliance checks on proposals and full application packages.
- Submit final documents into the required online proposal system.

Proposal Budget (20%)

- Prepare budgets/costs proposals (labor hours, materials, equipment, travel, etc.).
- Utilize advanced Microsoft Excel skills to assist PI's with the development of project budgets, budget justifications and contract cost proposals.

Business Development (15%)

- Assist in marketing efforts as needed.
- Support business development-related conferences.

Product Development (5%)

- Participate in product development efforts.

WHAT WE ARE LOOKING FOR:

Required

- Bachelor's Degree
- 1-3 years in Proposal work or equivalent
- Proficiency in Microsoft Office

Preferred

- 3-5 years in Proposal work or equivalent experience
- SBIR/STTR experience, NSF Fastlane

Compensation & Benefits:

- This is a full time, exempt position. Compensation will be dependent on experience
- We provide paid time off, paid holidays, and a flexible schedule
- We provide health/dental insurance packages
- We provide retirement benefits.

ABOUT ASTRA:

Building on a foundation of fundamental space physics research, we design, develop, build and deploy novel ground-based and space-based instrumentation and sophisticated computer models. With a combined breadth of experience spanning decades and multiple disciplines, our team provides unique capabilities, and customized engineering and data services to customers in both the public and private sectors. Our partners and collaborators around the world enable us to deploy instrumentation globally allowing for complete and reliable data acquisition.

ASTRA is headquartered in Louisville, CO.

ASTRA is an equal opportunity employer.