



Job Description: Senior Proposal Writer

Position: Senior Proposal Writer (Generative AI Expertise) at The Outpost, LLC

Location: Washington, D.C. Metro Area

Contact: careers@theoutpost.com

About The Outpost, LLC:

The Outpost, LLC is an innovative advisory and technology accelerator firm at the forefront of integrating Technology, National Security, and Capital. We are dedicated to accelerating the adoption of cutting-edge technologies within various sectors, including defense and federal civilian agencies. Our expert team is driven by a commitment to excellence and a core value of "DOING GOOD," striving to make a significant impact through our advanced technological solutions.

Position Overview:

The Outpost, LLC is seeking a Senior Proposal Writer with specialized expertise in Generative AI to enhance our proposal development team. This role requires a strategic thinker with a deep understanding of generative AI applications and their potential to revolutionize proposal writing and submission processes. Based in the Washington, D.C. Metro Area, you will be instrumental in crafting compelling proposals that highlight our innovative solutions to prospective government and defense clients.

Key Responsibilities:

- **Proposal Development:** Lead the drafting and editing of complex proposals, ensuring they are persuasive, technically accurate, and compliant with client requirements.
- **Generative AI Integration:** Utilize generative AI tools to streamline and enhance the quality of proposal narratives and technical responses. Develop strategies to effectively incorporate AI-generated content, ensuring authenticity and alignment with client expectations.
- **Collaboration and Coordination:** Work closely with technical teams, project managers, and business development staff to gather necessary information and align proposal content with strategic objectives.
- **Compliance and Quality Control:** Ensure all proposals meet strict compliance guidelines and quality standards set by both The Outpost and prospective clients, particularly in high-stakes government and defense sectors.
- **Training and Development:** Train and mentor junior proposal writers and other team members on best practices for using generative AI tools in proposal writing.

- **Process Improvement:** Continuously evaluate and improve the proposal development process by integrating advanced technologies and methodologies.
- **Market Research:** Conduct thorough research on industry trends and competitor strategies to maintain a competitive edge in proposal content and presentation.

Qualifications:

- Bachelor's Degree in English, Communications, Journalism, or a related field; Master's degree preferred.
- Extensive experience in proposal writing within the government contracting space, particularly with DoD or federal civilian agencies.
- Demonstrated expertise in the application of generative AI technologies within professional writing contexts.
- Exceptional writing, editing, and proofreading skills with meticulous attention to detail.
- Strong project management abilities, capable of leading proposal efforts under tight deadlines.
- Proven track record of success in developing winning proposals that utilize cutting-edge technologies.
- Excellent organizational and coordination skills, with the ability to manage multiple proposals simultaneously.
- Passion for The Outpost's mission and a deep commitment to leveraging technology for national security and public good.

Compensation:

We offer a competitive compensation package, including salary and benefits, commensurate with experience and qualifications.

Application Process:

Interested candidates should apply by submitting a resume, cover letter, and writing samples that include examples of proposals and/or generative AI applications to careers@theoutpost.com. We are committed to diversity and inclusivity and encourage applicants from all backgrounds to apply.

Join us at The Outpost, LLC, where you can contribute to pioneering efforts in technology and national security, helping to shape innovative solutions that make a tangible difference.