



DO GOOD. MAKE MONEY.™

Job Description: Proposal Writer

Position: Proposal Writer

Location: Remote

Contact: careers@theoutpost.com

About The Outpost LLC:

The Outpost, LLC is a forward-thinking advisory and technology accelerator firm, committed to addressing complex challenges at the intersection of Technology, National Security, and Capital. Our mission is to accelerate the deployment of innovative technology solutions within the defense sector, significantly impacting national security. Our team comprises industry insiders, DoD experts, and former operators, all dedicated to fostering a culture of excellence and embodying our core value of "DOING GOOD."

Position Overview:

The Outpost, LLC is seeking a Proposal Writer with Generative AI experience to join our team. As a Proposal Writer, you will play a critical role in the development and creation of compelling proposals and presentations for government contracts and other business opportunities. Moreover, you will use Generative AI to enhance and streamline our proposal creation process, using cutting-edge technology to generate high-quality content.

Key Responsibilities:

Proposal Development: Lead the creation and development of high-quality proposals, including technical content, executive summaries, and other documentation for government contracts, grants, and business opportunities.

Generative AI: Utilize Generative AI tools and platforms to assist in generating proposal content, improving efficiency, and ensuring consistency.

Research and Analysis: Conduct in-depth research on specific topics related to defense, technology, and government contracting to ensure that proposals are well-informed and persuasive.

Collaboration: Work closely with cross-functional teams, including subject matter experts, technical teams, and executives, to gather information and insights necessary for proposal development.

Content Editing: Review, edit, and proofread proposal content for clarity, coherence, and adherence to guidelines and requirements.

Innovation: Explore and implement innovative technologies and approaches to enhance the proposal writing process, integrating AI and natural language generation to improve efficiency and quality.

Compliance: Ensure all proposal content complies with relevant regulations and guidelines, particularly in government and defense contexts.

Knowledge Sharing: Stay up-to-date with advancements in Generative AI and share expertise with the team to continually enhance the proposal generation process.

Quality Assurance: Collaborate with the team to maintain a high standard of proposal content quality, accuracy, and effectiveness.

Qualifications:

- Bachelor's Degree in English, Communications, Computer Science, or a related field; advanced degree preferred.
- Proven experience in proposal writing, particularly in the context of government contracts and defense.
- Proficiency with Generative AI tools and platforms, and the ability to customize and fine-tune AI-generated content.
- Exceptional research, writing, and editing skills.
- Strong project management abilities, including the coordination of cross-functional teams.
- Adept at staying up-to-date with the latest developments in AI and proposal writing.
- A passion for The Outpost's mission and a commitment to making a meaningful difference.

Compensation:

The compensation for this position will be competitive and commensurate with the candidate's skills and experience.

Application Process:

If you are a skilled proposal writer with expertise in Generative AI and meet the qualifications outlined above, we invite you to submit your resume, a cover letter, and any additional relevant materials to careers@theoutpost.com.

At The Outpost, LLC, we are dedicated to building a diverse and inclusive workforce and encourage candidates of all backgrounds to apply.