

Organization: Management Systems International

Location: Washington, D.C.

Opening Date:

1/25/12

Closing Date:

2/25/12

To apply: www.msiworldwide.com/careers

Cost Proposal Manager, Washington D.C.

Company Profile: Management Systems International (MSI) is an international development firm based in Washington, D.C. providing specialized short- and long-term technical assistance. MSI is part of Coffey International Development, a global consulting firm. Together with Coffey ID, MSI now has more than 1,500 development professionals worldwide, a corporate presence in 11 countries and manages more than 200 projects worldwide. It currently manages more than 20 long-term projects in countries, including Iraq, Sudan, Colombia and Russia. Broadly, MSI implements a range of analytical and field projects in its core technical areas, including democracy and governance, strategic management and performance improvement, organizational capacity building, human development and natural resource management. For more information on MSI, please visit our website at www.msiworldwide.com.

Position Summary:

MSI seeks an experienced Budget and Cost Proposal Manager to join our headquarters staff. S/he will generate the business/cost/price components of proposals and will work closely with the technical, recruiting and business development staff on proposal efforts.

Responsibilities:

- Determine cost proposals requirements and structure based on RFP/RFTOP/etc to ensure compliance;
- Coordinate all cost/price proposal activities from inception to completion (i.e. coordinate volume inputs, spreadsheet development, lead cost/pricing reviews, perform labor market analysis, develop budget tracking mechanisms and prepare budget modifications as necessary, etc.);
- Negotiate salaries, budgets and other cost matters with clients, subcontractors, consultants and proposed project staff.

Qualifications:

- BA in a relevant field (accounting, finance, international development, etc) required; MA preferred;
- 5+ years of experience constructing budgets for USAID proposals, task orders, contracts, cooperative agreements, etc.
- Knowledge of USAID rules and regulations and familiarity with FAR, FAM, AIDAR, etc.
- Excellent negotiation, communication and analytical skills;
- Demonstrated ability to multi-task and work well under strict deadlines.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

To apply, please visit our website: www.msiworldwide.com