

Vital Strategies
www.vitalstrategies.org

Business Development Contract Proposal Writer

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury, and death. With a budget of more than \$150M, a growing team of more than 400, we currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies, and mounting strategic communication campaigns. Because of our comprehensive approach, and a steadfast commitment to quality programs, we are growing!

Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, overdose prevention, environmental health, vital statistics systems building and multidrug-resistant tuberculosis treatment research. Our programs are primarily concentrated in low- and middle-income countries in Africa, Latin America, Asia, and the Pacific; the Overdose Prevention Program is our first initiative in the U.S.

About the Proposal Writing Consultancy:

We are looking to grow our new business with U.S. Government (USG) agencies, primarily USAID, in a few key areas of our work:

- Civil registration and vital statistics
- Data use in public health policymaking; data-driven decision making in government
- Environmental health (primarily related to air quality and lead poisoning prevention)
- Social and behavioral change communication (SBCC); and SBCC research (with an emphasis on FP/RH, nutrition, and other USAID priority areas)
- Tuberculosis (TB) research; and TB prevention, detection, and treatment
- Urban health

We are seeking to develop a small pool of experienced contract proposal writers to work with subject matter experts using best practices to develop and submit high-quality and highly competitive proposals in the areas of global health outlined above. The consultant should possess an excellent understanding of proposal development processes and proposal components and have a proven track record in writing winning proposals for top USAID implementers. The individual should keep abreast of trends in global public health and proposal writing.



The scope of services that the consultant will fulfill includes:

The consultant will work with the Business Development department for up to 50 working days per year in the following areas related to proposal writing:

- Play an active role in technical design discussions and support the collection of technical information and data.
- Conduct RFP/RFA analysis to develop and ensure responsive outlines and proposals.
- Work with technical advisors to succinctly convey technical concepts and skills in proposal writing.
- Meet project deadlines.
- Maintain close communications with the core proposal team throughout the writing process.

Contractor Qualifications:

- Graduate degree in public health, international development, or other relevant areas of study.
- Minimum of 10 years relevant experience in one of above-mentioned technical areas.
- Minimum of five years of successfully demonstrated experience in writing proposals for USAID or other USG agencies.
- Superior writing skills and ability to produce written materials quickly and in a persuasive manner.
- Strong research skills and ability to synthesize complex information.
- Strong verbal and interpersonal communication skills.

Instructions for Respondents:

Please send your CV, a cover letter, and a writing sample to partnerships@vitalstrategies.org.