

Proposals / Bids Coordinator

Watch Our Team Introduction



<https://cdn.pipio.ai/gn/s/b372/83d4/91ef/9eed/a13bf6d58d728965ec4812822028...>

Click to watch a personal intro from our team before you apply.

About Priority Groups

Thank you for your interest in the Proposals Coordinator position at Priority Groups. Our proposals team is responsible for identifying and responding to government RFPs, bids, and contract opportunities across healthcare, human services, and staffing — and we move fast. As a Proposals Coordinator, you'll be tracking opportunities on platforms like BidNet and SAM.gov, compiling bid packages, coordinating with subject matter experts to gather required documentation, and making sure every submission is accurate and on time. This role requires someone who is highly organized, deadline-driven, and comfortable working with complex documents. You don't need to be a specialist in every area we bid on — you need to be excellent at managing the process and pulling together what's needed from the right people. If you're looking for a role that's intellectually engaging, fast-paced, and directly tied to organizational growth, this is a great opportunity. Apply today. ---

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The Role: Proposals / Bids Coordinator

Manage the full bid lifecycle — from opportunity identification to submission — for government RFPs and contracts.

What You'll Be Doing

- Monitor BidNet, SAM.gov, and NYC/NJ procurement portals for relevant opportunities
- Coordinate and compile full proposal packages on time
- Draft and edit technical and narrative proposal sections
- Gather supporting documents from operations, HR, and compliance teams
- Maintain proposal calendar and submission tracker in Asana
- Archive all submissions and track award outcomes

What We're Looking For

- Experience in proposal writing, grant writing, or government procurement
- Strong writing and editing skills
- Highly organized with attention to detail
- Ability to manage multiple concurrent deadlines
- Familiarity with BidNet, SAM.gov, or NYC PASSPort a plus

What We Offer

- ✓ Competitive salary
- ✓ Remote-friendly
- ✓ High-impact role — directly tied to company revenue
- ✓ Growth opportunity into contract management

Ready to Apply?

Send your résumé to **automation@prioritygroups.org** or apply online at **prioritygroups.org/ats/**

Our recruitment team will be in touch within 1–2 business days.