

**Strategic Consulting Partners** (SCP) seeks an imaginative and organized **Writer** to join our team! SCP is looking for a great creative writer and thinker that is committed to our mission of creating actionable change in communities and organizations. We seek someone who wants to use their talents to improve our world, one project at a time. Writing is your superpower, but your ability to learn quickly, ask the right questions, and respond to a variety of writing prompts makes you a standout for this position.

### **Are you ready for your next challenge?**

As SCP's Writer you'll work with our consultants under the direction of the Solutions Director to develop compelling stories demonstrating our work's impact while working within our defined standards and structures. You'll also collaborate with our consultants and clients to create salient content for marketing, proposals, and project deliverables, such as reports, presentations, and training materials.

### **Does working remotely allow you to do your best work while learning and growing professionally?**

Work is 90% remote, with an occasional team meeting at our corporate headquarters in Mechanicsburg, PA, client site visits, and networking events. Just because you are working remotely, you are not on your own. Our highly collaborative team communicates regularly through a variety of channels to make sure we are working together to accomplish our goals.

## **Key Responsibilities**

### **Communications:**

- Conduct interviews with key personnel, subcontractors, program managers, and subject matter experts to gather information.
- Interface professionally with consultants and clients on video calls.

### **Content Development**

- With the Solutions Director define a winning strategy for proposals.
- Lead the development of compelling case studies, client reports, white papers, and presentations through collaborations with SMEs and creative storytelling.
- Use tables, charts, diagrams, and screen captures effectively to communicate complex concepts, processes, and analytics creatively.
- Ensure content is inclusive and accessible by conducting Section 508 compliance checks and adhering to prescribed style guide and best practices.

- Support consultants with proofreading, editing, and developing content for assigned deliverables.

### **Knowledge Management:**

- Support template and style guide creation and maintenance.
- Create project folders and workspaces for collaboration in SharePoint.
- Archive proposals and deliverables.
- Curate reusable proposal content, such as resumes, staff bios, corporate capabilities, and past performance project descriptions and references.

### **Project Management**

- Coordinate assigned proposals and projects, from decision-to-propose through newly awarded business communications.
- Follow project management guidelines, including estimating overall effort, setting and adhering to a schedule, tracking progress, and identifying and communicating project risks.

### **Business Development:**

- View each opportunity through the customer's lens and show them how SCP will advance their organization's mission.
- Contribute to developing strategies and operational improvements to increase win rates and renewals.

### **Your Experience, Knowledge, and Skills should include the following:**

- Exceptional communication skills.
- Demonstrated ability to produce clear and concise copy free of grammatical errors. (Along with your resume, please provide a proposal that explains why you are a great fit for this position, your approach to collaborative writing, and your salary requirements.)
- 1+ years of technical writing, grant writing, marketing writing, or proposal writing experience. (Internship experience considered for new college graduates.)
- Bachelor's degree in Communications, Journalism, Technical Writing, English, or similar field is preferred. However, a combination of education and experience (especially involvement and certification in APMP) is valuable.
- Familiarity with Microsoft Office, Adobe Acrobat, and SharePoint, preferred.
- Strong organizational and time management skills.

- Self-directed and disciplined to work independently, but you know when to ask questions.
- Working knowledge of current practices in bids and proposal processes in a B2B service-based environment a plus.
- Ability to collaborate with others in a fast-paced environment with short deadlines.

**Location:**

- Remote - work from home or anywhere with a wi-fi connection while supporting EDT/EST time zone work hours.
- Preference for reasonable commutes to Harrisburg, PA, for occasional collaborations at corporate headquarters

**Travel Requirements:**

- Occasional travel is required, sometimes requiring an overnight stay

**Salary Range:** \$50,000 - \$80,000 DOE

**Benefits Available:**

- Medical insurance
- Vision insurance
- Dental insurance
- Disability insurance
- 401(k)

**Paid Time Away from Work:** 11 Holidays and 2 weeks PTO your first year

**Join a collaborative and passionate organization that offers its employees a variety of benefits, including:**

- 401k matching contribution
- Comprehensive benefits package
- Generous PTO compensation and paid company holidays
- Flexible work schedule from your own home that supports EDT/EST time zone
- Dynamic workday, not the same day twice
- Collaborative and creative team environment with professional growth opportunities

**Strategic Consulting Partners is an equal employment opportunity employer.**

[www.yourstrategicconsultant.com](http://www.yourstrategicconsultant.com)

**To apply for this position**

On our [Careers](#) page, submit your resume and a proposal that explains why you are a great fit for this position, your approach to collaborative writing, and your salary requirements. Recent graduates should also include a GPA.