

# Bids and Contracts Manager - Job description

## Role information

Department: Family Fund Business Services (FFBS)

Job Title: Bids and Contracts Manager

Grade: F

Responsible to: Head of Business Development

Date: April 2025

## Purpose of the job:

Manage the end-to-end bid process by researching, identifying and leading on all tender opportunities as part of FFBS strategy. Responsible for writing compelling applications that enables FFBS to win more business and exceed income targets across three main sectors of interest.

Collaborate with Business Development and Client Relations colleagues on new and existing client contracts to ensure alignment to fulfilment agreements and terms and conditions.

## Duties and responsibilities

### Bids and tenders

- Develop a detailed bids and tenders plan and pipeline across three main sectors of interest to support strategic income growth plans.
- Undertake research to identify new business opportunities through market research and client needs assessments.
- Lead and coordinate the entire bid management process, including reviewing bid invitations, conducting bid/no-bid and risk analysis and establishing timelines.
- Lead the preparation and submission of high-quality, competitive bids, tenders, and proposals, meeting all necessary requirements.
- Coordinate the collection of necessary documents, data and support required from internal departments to ensure timely and accurate submissions.
- Collaborate with internal stakeholders and subject matter experts, to gather information and develop bid strategies.
- Coordinate and facilitate bid review meetings, ensuring key stakeholders provide input and address concerns or issues.
- Work with Business Development and Client Relations to develop competitive pricing strategies that align with bid requirements and profitability targets.
- Monitor and track bid performance metrics, analysing win/loss data to identify trends and areas for improvement.

- Conduct post-bid analysis and debrief sessions to identify areas of improvement and implement lessons learned for future bids.
- Continuously refine and improve bid processes, templates and best practices to enhance efficiency and effectiveness.
- Stay updated on industry trends, market insights and emerging best practices in bid management.

### **Contracts**

- Work closely with colleagues to negotiate contract terms, conditions, and pricing with clients, ensuring alignment with company objectives.
- Act as the key point of contact for all contractual matters and serve as a liaison between the company and clients during negotiations.
- Draft, review, and amend contracts to ensure they reflect accurate terms and conditions.
- Work closely with internal teams to ensure contracts are carried out effectively.

### **General**

- Maintain effective communication with internal stakeholders, including senior management, to report on the status of bids and contracts.
- Provide updates to clients, vendors, and partners on the progress of bids and contract negotiations.
- Support colleagues with sales activities, as required, including telephone calls.
- Carry out appropriate duties as required to support the operational management and strategic direction of Family Fund.
- Carry out other appropriate duties as required by senior management.

## Person specification

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Job Title: Bids and Contracts Manager

### Experience

- Bid and tender pipeline management.
- Proven track record in meeting or exceeding income targets.
- Significant experience of researching and writing detailed and compelling proposals.
- Monitoring and negotiating contracts.

### Desirable

- Project management
- Experience in contract law

### Skills, knowledge, and abilities

- Excellent level of computer literacy with a working knowledge of Microsoft Office products.
- Excellent research and writing skills, with close attention to detail, high level of accuracy and ability to adapt to a variety of audiences.
- Strong analytical and problem-solving skills.
- Understanding business development and sales processes
- Strong understanding bid lifecycle, proposal writing, development and contract negotiation.
- Attention to detail and high accuracy in bid preparation and review.
- Able to present complex information clearly and persuasively.
- Ability to collaborate with cross-functional teams and influence stakeholders at various levels.
- Excellent communication and interpersonal skills.
- Ability to engage and build relationships with a wide range of stakeholders.
- Ability to manage multiple applications/projects and prioritise accordingly.
- Ability to work at the same time independently and collegially.
- Excellent organisational and time management skills – planning, prioritising and managing workload with the ability to meet deadlines.
- Ability to hit the ground running and absorb complex information quickly.

### Education/training

- Degree or equivalent demonstrable experience working in similar role(s).

### Desirable

- CIPS

### Personal attributes

- Self-motivated and results driven.
- Tenacious approach to securing sales/income.
- Positive clear, open communicator
- Flexible, adaptable and resilient to work demands must cope well with change.
- Willingness to travel across the UK as required.
- Strong commitment to Family Fund's vision and purpose.

- Understanding of and alignment to Family Fund's Values – Supportive, Connected, Passionate and Determined
- Commitment to equity, diversity, inclusion and fairness for all.
- Commitment to safeguarding