

Overview

Vital Wave is an international professional services firm specializing in large-scale digital solutions for development.

For the past 16 years, Vital Wave has worked with corporations, foundations, development organizations, and governments to scale technology solutions for health, financial services, education, agriculture, and the environment. The firm engages with its clients across the full project lifecycle from strategy creation to solution design and implementation.

Vital Wave continually seeks high-quality individuals to contribute to its work as listed below.

Equal Opportunity Employer

Vital Wave celebrates the diversity of the clients and communities we serve, and we believe in promoting a company environment that reflects that value. Everyone benefits when people feel comfortable bringing their full selves and their experiences to work. Vital Wave does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations, including hiring and staffing, vendor selection, and provision of services.

Position Description

PROPOSAL TECHNICAL WRITER (REMOTE)

Vital Wave is looking for senior, eloquent, persuasive writers to join our team of writers to create compelling and high-quality proposals and client communications materials. The writer's responsibilities include gathering information and research to include in proposals, creation of technical prose, formatting the information according to the company's policies, as well as editing written bid and proposal documentation to improve clarity. Ability to understand and translate technical and methodological solutions, strategies and themes, to understandable, readable, and compelling language for clients is needed. In addition, the writer may interact with and obtain information from the company's subject matter experts. The writer will work closely with the Chief of Staff in the design and creation of the materials. Qualifications are listed below:

Desired Qualifications:

- Master's degree in public health, business, international development or related field

- 7+ years writing experience, preferably in a professional services environment for sales, business development, and/or marketing (emphasis on proposal creation)
- Experience working in digital development, at international development organizations, agencies, foundations, and/or multinational firms
- Extensive knowledge of business, government, and social and economic systems in low and middle-income countries
- Superior organizational skills
- Proactive in obtaining and seeking out relevant information
- Ability to work remotely and interface with global virtual team members (often at odd hours)
- High attention to detail and ability to respond quickly and effectively within tight timelines
- Excellent oral and written communication skills
- High degree of motivation, flexibility, and creativity
- Proficiency in MS Office, especially PowerPoint, is a must, with demonstrated experience in developing visually appealing materials

Position type: Short-term and longer-term contract positions with competitive compensation. All positions are remote.

Application

Please send CV and cover letter to info@vitalwave.com. Indicate which position is of interest and related skills as well as industry expertise. Any examples of previous work are also welcome.