

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Proposal Director

Reports To: Senior Vice President of Strategic Growth

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Proposal Director. The Proposal Director leads the Meadows Institute's Request for Proposal (RFP) capture, proposal development, and funding lifecycle function, overseeing a team of Funding Lifecycle Managers and a Senior Editor to ensure disciplined coordination, high-quality submissions, and effective post-award stewardship for non-philanthropic revenue streams. The Proposal Director also serves as a strategic partner to the Senior Vice President (SVP) of Strategic Growth, contributing insight and continuous improvement as proposal and funding processes are refined and scaled. The preferred work location for this position is in Texas. This position may not be filled or performed in California, Colorado, Connecticut, District of Columbia, Hawaii, Illinois, Maryland, Minnesota, Montana, Nevada, New Jersey, New York, Rhode Island, Vermont, or Washington at this time. Statewide travel (up to 10%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

RFP Capture, Proposal Development, & Funding Lifecycle Oversight

- Oversee the Meadows Institute's RFP capture, proposal development, and funding lifecycle workflows, ensuring disciplined coordination from opportunity identification through submission and post-award stewardship.
- Coordinate early-stage RFP capture activities, including requirements analysis, timeline development, role clarity, and go/no-go support, in close partnership with program teams and Strategic Growth leadership.
- Provide oversight to ensure proposals, service contracts, and related deliverables are completed on time, at high quality, and in alignment with institutional priorities.
- Oversee post-award funding lifecycle activities, including reporting, renewals, and stewardship deliverables, to ensure funder requirements are met and obligations are fulfilled reliably.

Team Leadership & Management

- Lead and manage a team of Funding Lifecycle Managers and a Senior Editor that work in close partnership with program teams and major gift officers, creating consistent, trusted working relationships.
- Set clear expectations, workflows, and performance standards for the team, fostering accountability, collaboration, and continuous improvement.

Cross-Functional Partnership

- Work closely with program team leads to support the translation of programmatic expertise into clear, compelling proposals and funding reports.
- Reinforce a shared-ownership model in which program teams retain leadership over content and relationships, while proposal workflows remain coordinated and disciplined.

Process Optimization & Continuous Improvement

- Routinely assess RFP capture, proposal development, and funding lifecycle workflows to identify inefficiencies, bottlenecks, and opportunities for improvement.
- Partner with the SVP of Strategic Growth to recommend refinements to workflows, templates, roles, and service models as the Strategic Growth function evolves.

Quality, Consistency & Standards

- Ensure proposals, reports, and funding-related deliverables reflect consistent messaging, structure, and quality across the Institute.
- Partner with the Senior Editor to develop and maintain templates, style guides, and narrative standards.

Planning, Tracking & Accountability

- Monitor proposal volume, RFP activity, deadlines, team capacity, and post-award obligations.
- Maintain visibility into proposal pipelines and funding requirements to support planning and prioritization.
- Provide regular updates to the SVP of Strategic Growth on progress, risks, trends, and resource needs.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Business, Communication Studies, or related field.
- 5-10 years of professional-level experience managing complex, deadline-driven workflows in proposal development, RFP response, consulting, or professional services environments.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team's work.

- Demonstrated experience managing and developing staff in a professional setting, including setting priorities, providing feedback, and supporting performance and growth; experience leading small to mid-sized teams in matrixed environments preferred.
- Demonstrated ability to coordinate work across multiple stakeholders with differing priorities, including program leaders and senior staff.
- Strong process orientation, with the ability to design, manage, and improve workflows that support consistent, high-quality outcomes.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to think strategically, critically, and respond analytically.
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:

- Masters of Business Administration or other advanced degree.
- Background or working knowledge in mental health, health systems, or public policy.

Eligibility Requirements:

The preferred work location for this position is in Texas. This position may not be filled or performed in California, Colorado, Connecticut, District of Columbia, Hawaii, Illinois, Maryland, Minnesota, Montana, Nevada, New Jersey, New York, Rhode Island, Vermont, or Washington at this time. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

To Apply:

<https://recruiting.paylocity.com/recruiting/jobs/All/965ef422-eb7d-4193-831c-eb795c67a5b5/The-Meadows-Mental-Health-Policy-Institute-for-Tex>

About Meadows Mental Health Policy Institute:

The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Meadows Institute's vision is for Texas to be the national leader in treating all people with mental health needs. For more information about the Meadows Institute, please visit: www.mmhpi.org.

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.