



Astroscale is the first private company with a vision to secure the safe and sustainable development of space for the benefit of future generations, and the only company solely dedicated to on-orbit servicing across all orbits.

Founded in 2013, Astroscale is developing innovative and scalable solutions across the spectrum of on-orbit servicing missions, including life extension, in-situ space situational awareness, end-of-life services, and active debris removal, to create sustainable space systems and mitigate the growing and hazardous buildup of debris in space. Astroscale is defining business cases and working with government and commercial stakeholders to develop norms, regulations, and incentives for the responsible use of space.

Headquartered in Japan, Astroscale has an international presence with subsidiaries in the United Kingdom, the United States, Israel, and Singapore. Astroscale is a rapidly expanding venture company, working to advance safe and stable growth in space and solve a growing environmental concern. End-of-Life Services by Astroscale-demonstration (ELSA-d), the company's first on-orbit demonstration of debris capture and removal, launched in March 2021.

Astroscale U.S. Inc. is currently seeking a **Proposal Writer** to join our team in our Denver, Colorado location. In this role, you will play an integral part of crafting Astroscale's on-orbit servicing proposals to further our vision of a sustainable space environment.

**To apply:** Email your resume and cover letter to [careers@astroscale-us.com](mailto:careers@astroscale-us.com) with **Proposal Writer** in the subject line. The application deadline is **May 31, 2022**.

#### **Duties & Responsibilities**

- Read solicitations and fully understand proposal requirements
- Communicate technical concepts to a wide range of audiences
- Plan proposal content
- Investigate and research sources for required information
- Interview experts for proposal content
- Write compelling proposal content
- Work with designers to create graphics and visuals for projects
- Create reusable content for knowledge base
- Prioritize responsibilities to meet deadlines
- Edit proposals based on stakeholder feedback
- Maintain consistency in proposal writing by following company style guide

#### **Qualifications & Skills**

- 5-10 years of proposal writing, technical writing, or marketing writing experience
- Bachelor's degree in any field
- Outstanding team collaboration skills
- Excellent people skills



- Strong working knowledge of MS Office Suite
- Meticulous organizational skills
- Attention to detail
- Ability to meet deadlines

Annual salary: \$80,000–\$90,000

Please note Astroscale U.S. Inc. is a U.S. government registered, export control compliant company, and as such applicants should be a U.S. person or U.S. citizen.

*Astroscale U.S. is committed to creating a diverse environment and we pursue and embrace a variety of thinking, beliefs, and ways of life that are international, open-minded, and inclusive.*