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**Job Description**

Title:Proposal Coordinator

Reports to: Marketing Manager

Status: Exempt

Position Summary:

The Proposal Coordinator reviews request for proposals (RFPs) and other inquiries for business services, compiles and develops responses to such RFPs and inquiries through research and interviews with subject matter experts (SMEs) resulting in an award for contractual services with customers and clients.

Responsibilities include the following:

* Prepare qualification packages, letters of interest, proposals, and presentations in coordination with market sector leaders and project managers
* Develop and maintain proposal/presentation schedules in a fast-paced and deadline-driven environment
* Provide quality control review and coordinate production for all components of proposals, presentations, and marketing materials to ensure a high degree of accuracy and quality
* Write and revise marketing collateral
* Write and distribute press releases to media outlets
* Maintain records in the Deltek Vision database
* Work on special marketing projects as needed
* Other related duties as may be assigned

The successful candidate will possess the following knowledge and skills:

* Bachelor’s degree in technical writing, business, communications, or English
* At least 2 years of experience in the A/E industry
* Excellent writing, editing, and proofreading skills
* Exceptional organizational and communication skills
* Strong attention to detail, critical thinking skills, and keen sense in application of graphic design concepts
* Professional interpersonal skills that solicits responsiveness from others
* Flexibility, responsiveness, and confidence in handling multiple deadlines and accommodating shifting priorities
* Intermediate-level proficiency in Microsoft Office (PowerPoint, Word, Excel, and Outlook)
* Intermediate-level experience in Adobe Creative cloud (InDesign, PhotoShop)
* Prefer experience in Deltek Vision

The following abilities are necessary to perform the essential functions of the job:

* Interacting with Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
* Written Expression — The ability to communicate information and ideas in writing so others will understand.
* Written Comprehension — The ability to read and understand information and ideas presented in writing.
* Near Vision — The ability to see details at close range (within a few feet of the observer).
* Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
* Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
* Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
* Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
* Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
* Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
* Speech Clarity — The ability to speak clearly so others can understand you.
* Speech Recognition — The ability to identify and understand the speech of another person.
* Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
* Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
* Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
* Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
* Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
* Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
* Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
* Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.
* Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
* Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
* Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.