

Proposal Coordinator

Reports to Principal of Marketing

Market Title: Proposal Coordinator

Job Purpose

Do you love solving the proposal puzzle? Cleary Zimmermann is seeking an entry level Proposal Coordinator to join our Marketing Team. The Proposal Coordinator has the responsibility to support marketing pursuit efforts, prepare RFQ submissions and general qualifications, and communicate Cleary Zimmermann's differentiators to win projects.

Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Prepare RFQ responses for prime and teamed opportunities, and verify that all minimum requirements are met prior to submission
- Support in the development of proposals (RFQs) and statements of qualifications (SOQs), collaborating with marketing, business development, and operations personnel
- Write, proofread, and edit proposal content, including cover letters, company overviews, technical staff resumes, project descriptions, graphics, organizational charts, etc.
- Attend team kick-off calls, support development of proposal outlines, compile components, capture technical information from subject matter experts, ensure deadlines are met, etc.
- Work alongside the project pursuit team to develop a project-specific, cohesive message
- Work closely with business development and technical leads to address client hot button issues and communicate firm differentiators in all materials
- Deliver proposal submittals and handle printing and production, when required
- Enter and track stages of opportunities and project information within Unanet CRM by Cosential (CRM database)
- Complete all the necessary proposal close-out activities including electronic filing, and updates of marketing collateral, proposal boilerplate, and Unanet CRM by Cosential
- Assist with updating current Unanet CRM by Cosential opportunities, client contacts and project histories
- Coordinate in managing CoSchedule calendar of RFQ deadlines and qualifications packages requests
- Attend pre-proposal meetings as requested
- Maintain firm branding standards on materials and communications
- Develop relationships in the industry to help promote the firm and services
- Participate in business development and promotional activities when requested
- Other duties required to support the Marketing Department

Qualifications

The following qualifications are requirements of the position:

- Bachelor's Degree in English, Marketing, Business, Liberal Arts, Journalism or Communications preferred
- Interest or experience in the architecture/engineering/construction professions preferred
- Knowledge of a wide range of software (Microsoft Office Suite and Adobe Creative Suite, particularly InDesign)
- Experience using a CRM database preferred (e.g., Unanet CRM by Cosential, Deltek)
- Excellent organizational skills and the ability to handle multiple tasks at a single time
- Ability to meet strict deadlines and manage time effectively
- Ability to work independently with little oversight
- Must be detail oriented
- Excellent written and oral communication skills
- Ability to work well with all internal and external clients

Continuing Education

None

Working Conditions

This position requires night and weekend work at times to meet deadlines.

Physical Requirements

None

Direct Reports

None

Last Update: February 2022