

### PROPOSAL COORDINATOR

This position is focused on supporting new pursuit efforts for Lowe Engineers including responding to requests for proposals and preparing new business presentations. The primary responsibility will be to create and write state-of-the-art proposals and developing winning presentations in a deadline oriented environment. The position requires superior project management abilities, proposal development experience and outstanding writing/editing skills.

#### **Responsibilities:**

##### ***Develop responses to RFP's***

- Draft initial responses to RFPs and other client deliverables as assigned—write content and coordinate graphics for a completed proposal that accurately reflects RFP requirements
- Manage the RFP as a project, including setting, enforcing, and maintaining a timeline for successful completion of proposals
- Manage internal teams, Senior Executives and set agendas and key dates for proposal and presentation deliverables.
- Interview and gather information to customize RFP responses with input from business line leaders and/or subject matter experts
- Provide copywriting for proposal content including scope of services, project approaches, customized project roles and bios, etc.
- Provide quality control review and editing of all proposal and presentation material
- Oversee final production and delivery of proposals
- Lead the creation of presentations that reflect the firm's brand while also speaking directly to the clients' needs. Presentation deliverables may include PowerPoint shows, collateral, etc.
- Track win/loss rate

##### ***E-Marketing and Collateral Development***

- Create content for website and social media outlets
- Create and collaborate on PR campaigns
- Create and edit marketing and sales literature and campaigns

##### ***Event Planning and Execution***

- Coordinate events, conferences and special corporate meetings

##### ***Administrative***

- Maintain Project Database
- Develop and frequently update resumes/bios
- Maintain/update Client database- Salesforce
- Electronic and Hardcopy filing upkeep
- Ordering corporate collateral and stationary
- Research

#### **Required qualifications:**

- Five years experience in responding to requests for proposals preferably in the engineering, architecture & construction industries
  - Excellent writing and editing skills with high attention to detail
  - Knowledge of Microsoft Office (including PowerPoint, Word and Excel) required
  - Working knowledge of Adobe InDesign preferred
  - Strong organizational skills
  - Proven ability to successfully interact with senior executives
  - Ability to work within tight deadlines and multiple projects simultaneously
  - Excellent interpersonal and communication skills
  - Must be a proactive self-starter, able to work independently
  - Must be able to manage projects from start to finish
  - Positive can-do attitude
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