



Proposal Writer – Job Description

Key Roles and Responsibilities:

Management of Proposal Process:

- On a daily basis searches various sources (provincial, national, international) for project opportunities for Consulting Group as well as related companies;
- Circulates proposals to Consulting team for review and feedback;
- Maintains database system for proposal tracking of wins/losses, type, etc.;
- Maintains filing system (electronic and paper-based) for proposal process including RFP's, proposal submissions and presentations;
- Ensures registration on all relevant online databases and maintenance of up-to-date information on the firm and consultants;
- Maintains up-to-date files to supplement proposal writing process (resumes, project descriptions, potential partners);
- Manages proposal deadlines by establishing priorities and target dates for information gathering, writing, review and approval;
- Follows up on unsuccessful proposals to develop recommendations for improving success rate;
- Assists in special projects for Business Development and Marketing; and
- Performs other duties as assigned by management.

Proposal Writing:

- Analyzes and understands the requirements of Requests for Proposals (RFPs), Requests for Quotations (RFQs), Requests for Expressions of Interest (EOI) and other solicitation documents;
- Plans and develops unsolicited proposals and responses to RFPs, RFQs and EOIs including researching, writing, editing and design of final product;
- Writes and edits proposal for readability, consistency and appropriate tone describing company capabilities, management approach and/or past performance;
- Collaborates with Subject Matter Experts and corporate personnel, developing and writing technical and management content for responses which are compliant with the proposal requests;
- Analyzes proposal content to ensure relevancy of past performance materials to current requirements;

- Coordinates all information in format requested in RFP and according to Company standards;
- Edits and proofreads proposal and other related materials to ensure accuracy, clarity, readability, consistency with company guidelines and standards;
- Formats document to meet company guidelines and standards;
- Collaborates with consultants to develop proposal strategy, identify potential areas of improvement, solutions and themes that support the win strategy; and
- Coordinates delivery of document to ensure submission deadlines are met.

Editing/Quality Control:

- Edits and proofreads documents to ensure accuracy, clarity, consistency, readability, appropriate tone and consistency with company guidelines and standards; and
- Formats document to meet company guidelines and standards.

Minimum Qualifications, Knowledge and Experience:

- Bachelor's degree in related field or at least three years work experience in writing proposals in response to RFPs;
- Experience editing professional and business writing;
- Exceptional writing and editing skills;
- High level of proficiency in MS Office applications;
- Strong organizational skills that demonstrates a high level of accuracy and attention to detail;
- Ability to work collegially under strict deadline pressure and handle multiple work assignments;
- Some broader communications experience/knowledge beyond proposal writing is desired;
- Ability to learn quickly, demonstrate critical thinking and make situation-appropriate decisions using sound judgment;
- Outstanding interpersonal and communication skills;
- Experience working in a high-paced environment; and
- Time management and organizational skills.

Salary:

Commensurate with experience and qualifications.