

PROPOSAL SPECIALIST

Interwest is looking for a highly motivated and organized Proposal Writer to work as part of the marketing team and closely with business line professionals to assist with the development of timely, high-quality and competitive proposals.

Responsibilities

Proposals (90%)

- Communicate with division managers, technical staff, and marketing team to coordinate and produce high-quality SOQs, proposals and presentations from concept to completion
- Layout, format, edit, and finalize proposals and presentations utilizing Microsoft Office and Adobe Creative Suite programs, including InDesign, Illustrator and Photoshop.
- Write, develop, format and organize proposal content and templates, including project descriptions, resumes, project lists and related collateral.
- Maintain and organize staff licenses and verify certifications.
- Work on multiple proposals and juggle a handful of internal and external deadlines at the same time.
- Complete subconsultant outreach, proposal forms, and other supplemental proposal requirements.
- Responsible for proposal production, including duplication, binding and submittal.
- Track proposal submittals, wins, and losses through Salesforce.
- Communicate the progress/status of proposals to management.
- Maintain and update the copy library on a regular basis.
- Receive Request for Proposals (RFP) for logging and distribution to proposal team.
- Maintain the database of bid sites and passwords.

Marketing (10%)

- Organize and maintain systems to track prospects, project data, photography, mailing lists and promotion and presentation materials.
- Create and generate proposal, prospect and client related reports using Salesforce
- Effectively communicate branding strategies and tools

Preferred Qualities:

- A self-starter with a positive, team-oriented attitude
- A highly organized multi-tasker who manages time effectively and efficiently
- Deadline-driven
- An excellent writer and communicator
- Ridiculous attention to detail.
- A critical and analytical thinker
- A problem solver

Education and Experience Requirements

- Bachelor's degree in English, marketing, journalism, communication or another relevant field
- Three to five years of experience writing proposals in the A/E/C industry or with a professional services company
- Proficient with word processing software, including Word, Excel, Outlook, etc.
- Proficient with desktop publishing software, including Adobe InDesign, Illustrator, Photoshop and Acrobat Pro
- Proficient CRM software, specifically Salesforce
- Highly knowledgeable of basic marketing principles
- Has a demonstrated record of success backed by writing samples
- Excellent written and verbal communications including proofreading, grammar and editing skills

Interwest Consulting Group is a municipal consulting firm focused on providing thoughtful, tailored solutions that build thriving communities. Founded in 2002, Interwest provides City Engineering, Building Code Compliance, City Planning, Traffic Engineering, Capital Project Delivery, Information Technology (IT), Geographic Information System (GIS), Real Property Acquisition, and Organizational and Leadership Development Services.

Why Interwest

Because we are different. We work hard. We offer a collaborative work environment and a culture that encourages personal and professional growth. We strive for a work-life balance. And yes, we have fun, too! The employees at Interwest are what makes us so special and if you love what you do, Interwest is a great place to do it.

In addition to an excellent and unique work environment, we offer competitive wages, complete health care benefits, life insurance, long term disability and a 401K plan.

Interwest Consulting Group is committed to providing equal employment opportunity and equal treatment in employment without regard to race, ethnicity, color, religion, gender/gender identity or expression, sexual orientation, age, national origin or ancestry, physical or mental disability, military status or any other basis in protected by applicable federal, state and local law. Interwest Consulting Group makes employment decisions based solely on the basis of qualifications for the job.