



POSITION DESCRIPTION

POSITION: Proposal Writer/Coordinator (Exempt)

GENERAL DESCRIPTION: The Proposal Writer/Coordinator (PW/C) is responsible for writing and coordinating technical proposals, assisting with the preparation of sales tools and other marketing peripheral materials, and assisting with the development and implementation of the firm's marketing plan. The PW/C will report to the Director of Corporate Development and work closely with him, others on the Corporate Development team, certain Department Heads, and the senior managers in planning and implementing the strategic business development and marketing functions for the company.

GENERAL QUALIFICATIONS: The PW/C must be an excellent writer with strong graphics and publishing skills. The PW/C should have strong interpersonal and communication skills. The PW/C must have 3-5 years of writing/publishing/graphics experience, in a construction or architecture/engineering setting. It is desired that the PW/C have an undergraduate degree in a related area. It is desired that the PW/C have an understanding of the various procurement processes in the public and private sectors of the construction industry. The PW/C must possess solid computer skills (including InDesign, Excel, WORD, Photoshop). The MC should be highly organized with the ability to pay attention to details, and the ability to juggle several simultaneous projects to tight deadlines.

FUNCTIONS, RESPONSIBILITIES AND LEVEL OF AUTHORITY:

- **Marketing**
 - Take the lead and work with others on the writing, layout, and preparation of assigned proposals.
 - Prepares materials for in-house review and discussions regarding ongoing marketing projects and status.
 - Assist in the development, implementation, and on-going maintenance of the company's Marketing Plan.
 - On occasions serve as the corporation's representative to certain professional and trade associations and organizations.
 - Leads in the preparation of presentation materials for client interviews and marketing presentations.
 - Works closely with the Communications Manager regarding the development of marketing materials such as letters of inquiry and introduction, statements of qualifications, follow-up letters, mailers and other resource materials (e.g., photography) for use in marketing.
 - Assist with public relations efforts such as writing and distributing press releases and notifying appropriate news outlet, event planning, and article placements.
 - Assist with identification and submittal of design award opportunities Grunley projects.
- **Other**
 - Attend as assigned all Grunley in-house and external training programs
 - Maintains awareness of Grunley's employment recruiting programs and assists in recruiting efforts as appropriate.