

## **Proposal/Project Manager**

We are looking for a **Proposal/Project Manager** with five to 10 years of relevant experience. This talented individual excels at leading teams, ensuring the timely and successful completion of complex Request for Proposal (RFP) submissions and proposal-content-related projects. The successful candidate will collaborate closely with our team of writers, editors, graphic designers, and proposal support staff to deliver compelling and winning submissions on behalf of our clients.

This is a full-time position with flexible work hours and location.

The Proposal Lab provides expert proposal and content writing services to professional services firms in the following industries:

- Architecture
- Engineering
- Construction
- Healthcare
- Technology
- Executive Recruitment
- Social Services
- Financial Services
- Security and Parking Enforcement

The successful Proposal/Project Management candidate's experience should be within one of the above industries.

In addition to being an excellent leader, the ideal candidate should be able to manage multiple deadlines, be highly organized and self-driven, and handle numerous proposals and content development projects in an entrepreneurial environment with tight deadlines and various stakeholders.

## **About The Proposal Lab**

Over the past ten years, the team at the Proposal Lab has helped hundreds of organizations of all sizes secure exciting new projects through professionally written proposals. To learn more, please visit us at: <https://theproposallab.com/>

We offer our clients a wide range of proposal-related projects, including:

- Authoring formal proposals (responding to RFPs and RFQs)
- Developing proposal content libraries (copy and graphic design)
- Managing the procurement process, including the creation of RFX documents
- Designing and writing unsolicited business proposals

The Proposal Lab is for you if you enjoy proposals, working on a range of proposal-related projects, and interfacing with business leaders (i.e., our clients) across professional services industries within Canada and the US. The Proposal Lab is an Association of Proposal Management Professionals (APMP) member.

### **About the Role**

- The Proposal/Project Manager will coordinate and oversee a team of writers, editors and graphic designers, and support staff in completing a wide range of proposal-related projects
- Responsibilities include all facets traditionally associated with project management, client interface, and implementing well-defined and robust policies and procedures
- Lead our team's proposal response efforts for RFIs, RFQs, and RFPs on behalf of our clients – this includes directing kick-off meetings and ensuring proposal deadlines and budgets are met
- Project-manage multiple proposal-related projects, often for different clients
- Lead proposal strategy meetings
- Oversee Pink, Red, and Gold team reviews
- Provide direction to our team of graphic designers and fellow proposal writers
- Analyze RFP and develop compliance documents, outline, format, and final product, working collaboratively with the lead writer and graphic designer
- Coordinates efforts across multiple projects simultaneously
- Ensures proposal compliance and responsiveness

### **About You**

To be successful in this role, you must possess the following:

- Five to 10 years of experience managing projects, including the planning, producing and delivering of compliant proposals
- Project management skills, including resource planning, scheduling, and task delegation
- Bachelor's degree in English, Journalism, Professional Writing, Creative Writing, or related field
- Proficient skills in technical writing /editing
- Outstanding written and verbal communication skills
- Excellent Microsoft Word, PowerPoint and Excel skills
- Adept at using a wide range of technologies, including MS Teams/SharePoint, Basecamp, Dropbox and Monday.com
- Knowledge of version control management practices and technologies
- Advanced communication and interpersonal skills
- Strong time management and organizational skills
- Highly organized with the ability to work under pressure and meet challenging deadlines

- Ability to work in a team environment
- Ability to manage and prioritize multiple assignments
- Demonstrated team leadership and management skills
- APMP Foundation Certification or equivalent knowledge of best practices in proposal development (preferred)
- Completion of Shipley Core courses or equivalent (preferred)

**What We Offer**

- Competitive base salary commensurate with your experience and qualifications and aligned with APMP salary benchmarks
- Full-time employment
- Weekend and after-hours work may be required
- Flexible work hours and location

**How to Apply**

Please send the following to [hello@theproposallab.com](mailto:hello@theproposallab.com):

- Cover letter
- Resume detailing your experience

\*No phone calls, please. We will only contact qualified candidates selected for an interview.