
Job Description

Paragon Partners has an opening for a Senior Proposal Writer!

Job Summary

Oversees and responsible for all proposal activities, including managing proposal schedules and deadlines, developing proposal management plan, writing proposals, and monitoring the progress of every proposal on the team (yours and your team members'). Assists in creating, editing and sending regular marketing-related communications to clients and partners. Act as proposal writer while leading the development and improvement of output.

This role encompasses proposal writing, internal and external communications, advertisements and business development needs, and leading a team of two. The main focus of the Paragon Business Development and Proposal Team is to respond to Requests for Proposal (RFPs) to win new or returning business.

Job Description

- Represent the company in a professional and competent manner;
- Identify new business opportunities through online research, IMS, BidSync, or other related sales tools;
- Maintain company procurement accounts, passwords, and notifications;
- Works well with others and is able to develop rapport and trust with both clients and/or business partners/sub-consultants;
- Regular and punctual attendance is paramount to this position;
- Oversee the development and review of proposal strategies and themes for the team;
- Writes and develops content while responding to an RFP;
- Manage the development of a Proposal Management Plan (PMP) for the review and evaluation of the technical, management, and overall proposal approaches;
- Assist in analyzing the RFP/bid requirements against the proposal outline to ensure both compliance and responsiveness to the customer's issues and needs;
- Build the proposal compliance matrix and track the fulfillment of all requirements;
- Review completed proposal sections to ensure requirements are adequately addressed;
- Conduct regular proposal progress status meetings and maintain the proposal schedule;
- Direct, encourage and perform writing/editing/rewriting efforts;
- Coordinate with executive management for the internal evaluation of the proposal;
- Ensure that appropriate comments are incorporated into the final proposal;
- Manage qualification, proposal, and presentation activities;
- Manage collateral materials development such as cut sheets and brochures, public relations and advertising programs, website, corporate identity development, and implementation, special events, and market research activities;
- Continually improve and assist management in a robust portfolio of sector-related marketing materials, including general and custom brochures, tradeshow collateral (banners, etc.), issue-specific presentations, in-depth project profiles, as well as relevant client data;
- Advocates, supports and directs professional growth for the team, including training and training resources;
- Works in a fast-paced, organized and proactive manner in order to consistently meet marketing and proposal deadlines;
- Keeps the Business Development Manager informed of progress, problems, and needs of the department;

- Deconflicts, edits, and reviews proposal sections as a whole;
- Generates innovative enhancements and creative strategies through effective analysis of requests for proposals (RFPs) and requests for qualifications (RFQs);
- Generates high-value and impact through concise written and graphic information tailored to applicable solicitations and strategies;
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals;
- Gathering and sorting source and background materials and consulting with subject matter experts;
- Synthesizes information provided from subject matter experts and independent research to create technically accurate responses;
- Translates technical information into clear, effective documents for inclusion in proposals, which will be reviewed by technical and non-technical personnel;
- Designs/writes/edits tables, matrices, past performance descriptions and resumes for proposals;
- Via open collaboration, drives drafting, review, finalization and interview preparation processes including preparation of interview presentations using PowerPoint and other media;
- Writes new material; rewrites existing material to emphasize sales themes; collect and compile information from other authors;
- Interviews staff to customize resumes and project descriptions to meet proposal requirements and messaging.

Non-Essential Functions

- Leads proposal writing with technical guidance from Business Development Manager and project managers;
- Participates in opportunity kick-off meetings and draft reviews;
- Effectively interfaces with internal staff across departments and offices/divisions as needed throughout qualification, proposal and interview processes;
- Conducts background research on projects and proposals;
- Performs related duties as assigned or directed;
- Writes copy, takes photographs or films videos for informational brochures or magazines, company newsletters, and websites;
- Establishes and refines templates, systems, and processes to ensure quality and consistency across all proposals;
- Maintains resumes, boilerplate information, project descriptions, photographs, etc.;
- Designs, contributes and compiles the internal newsletter;
- Designs and creates marketing advertisements and additional marketing brochures/invitations/campaign materials.

Desired Education and Qualifications

- BS/BA in Journalism, English, Communications or equivalent experience;
- Minimum 3-5 years experience with writing entire proposals, inputting edits after reviews are completed, completing required forms, printing and binding final versions of proposals and shipping or electronic proposal submission;
- Expert in Adobe InDesign CC and proficient in Illustrator CC and Photoshop CC;

- Experience in the real estate, right of way (acquisition, relocation, appraisals, title, etc.), land rights industries for both the private (gas, energy, transmission pipelines) and public sectors (transportation, local agencies, special districts), a plus;
- Exceptional writing abilities;
- Ability to think critically and draw from several resources to create simple, unified and persuasive documents;
- Strong organization skills and attention for detail;
- Proven ability to be self-motivated and work individually as well as part of a team;
- Proven experience in proposal development;
- Detail-oriented;
- Willingness and ability to adapt and learn in a fast-moving environment;
- Expert in Microsoft Word, Microsoft PowerPoint, Microsoft Excel;
- Ability to work independently;
- Strong ability to prioritize and re-prioritize throughout the proposal process;
- Experience with the Professional Services Industry, A/E/C, a plus;
- Ability to serve as a strategic liaison and partner throughout the creative process;
- Graphic design skills.

Paragon Partners offer a competitive salary with great benefits including health, dental and vision insurance as well as a 401(K) plan.

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To apply please email cover letter and resume to careers@paragon-partners.com with the job title in the subject line.

EEO. Paragon Partners is an equal employment opportunity employer.

Disclaimer:

This job description indicates the knowledge, skills, abilities and essential and non-essential job functions (as covered under the Americans with Disabilities Act as Amended Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. An incumbent may be asked to perform other duties as required. The job description does not constitute a contract of employment and the company may exercise its employment-at-will rights at any time.