

Business Development Coordinator / Proposal Writer (Part Time / Contract position)

Planning NEXT is a multidisciplinary community visioning and planning practice that brings people together for a shared sense of purpose and place. We are proud to be located in the Short North neighborhood of Columbus, which was just named one of America's Great Neighborhoods by the American Planning Association.

Our passionate practice is seeking a talented addition who shares our belief that in every community there is a better future. This individual will work closely with leadership to craft compelling messages about our work, to prepare materials that convey to potential communities the value we bring, and to proactively seek opportunities to share our stories with others. To be successful in this role, the business development coordinator must be a strong communicator, a quick learner with great aptitude for task management and a supportive team member.

Your day-to-day responsibilities will include:

- **Preparing persuasive materials.** Produce graphically-rich and compelling proposals to secure new work and prepare dynamic presentations and materials for interviews.
- **Conducting marketing reconnaissance** Track and pursue marketing opportunities through a variety of forums.
- **Showcasing our success:** Prepare award nominations, generate conference session proposals, create advertisements and identify and contribute to publication opportunities.
- **Managing web-based content:** Prepare and execute effective strategies for web-based, social media and other electronic communications to creatively share our success.
- **Guiding our brand:** Proactively seek out new ways to promote the value of our work and the promise of our approach to potential clients and others.

We need someone who has:

- At least five years of professional experience in marketing, including proposal writing;
- A bachelors degree in a related field;
- Excellent writing, editing and graphic design skills;
- Proficiency in MS Office software (required), Adobe Creative Suite (required) and Wordpress (preferred);
- Video production skills (preferred);
- An interest in cities and communities, urban design and public engagement;
- A sense of humor.

This is a part-time/contract position. For more information about Planning NEXT, visit www.planning-next.com. If you think you can join us, please email cover letter and resume to sarah@planning-next.com. No phone calls please.