

Position Description: Proposal Manager

Issued: July 21, 2021

Planning NEXT is a multidisciplinary community visioning and planning practice that brings people together for a shared sense of purpose and place.

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 produce high quality, attractive and concise proposal responses for public bids and request for proposals (RFPs) related to community and urban planning projects. To be successful in this role, the Proposal Manager must be a strong communicator and writer, a quick learner with great aptitude for task management, and a supportive team member.

Main responsibilities include:

- **Conduct marketing reconnaissance.** Track and pursue community and urban planning project opportunities through a variety of forums.
- **Manage proposal development process.** Develop materials in an efficient and timely manner, in order to meet the proposal deadline.
- **Coordinate materials.** Coordinate with other sub-consultants joining the team to collect required materials.
- **Apply style guidelines.** Ensure all materials provided by the team are visually and contextually consistent.
- **Prepare persuasive materials.** Produce graphically-rich and compelling proposals to secure new work and prepare dynamic presentations and materials for interviews.
- **Submit final product.** Print, assemble and mail/ship proposals.

Other potential responsibilities:

- **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 three years of professional experience in proposal writing or in related professional work.
- A bachelor's degree in a marketing, communications, or a similar field.
- Excellent writing, editing, and graphic design skills;
- A detail-oriented approach to completing tasks;
- Strong time management;
- The ability to handle multiple responsibilities in a fast-paced environment;
- Proficiency in MS Office software (required), Adobe Creative Suite (required), and Wordpress (preferred);
- An interest in cities and communities, urban design, and public engagement;
- A sense of humor.

The position will require 20-40 hours per week. At the time of hiring and based on the candidate's capabilities, the firm may have additional needs that could expand the Proposal Manager role. The candidate will work at our office, located in the Short North neighborhood of Columbus, which has been named one of America's Great Neighborhoods by the American Planning Association. 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.