

## Proposal Graphic Designer

We seek a Proposal Graphic Designer who is creative and understands the importance of process, structure and discipline when working in a fast-paced, dynamic environment. This is a full-time position with flexible work hours and location.

The Proposal Lab provides expert proposal writing services to clients in the following industries:

- Architecture
- Engineering
- Construction
- Healthcare
- Social Services
- Technology
- Human Resources / Executive Recruitment
- Financial Services
- Security Services

The successful candidate will not just create proposal graphics and develop proposal templates. You will also collaborate with other designers on large proposals, develop overarching graphics styles, delegate graphics creation, check graphics for quality and style consistency, and infuse your work with our innovative list of proposal design best practices.

In addition to being creative and having an exceptional command of Adobe InDesign and Illustrator, the ideal candidate should have the proven ability to manage multiple deadlines. The ideal candidate will be highly organized and self-driven and create amazing creative content in an entrepreneurial environment with tight deadlines and various stakeholders.

The successful candidate will work alongside our team of proposal project managers, editors, writers and support staff.

### 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 supporting business leaders (i.e., our clients) across professional services industries within Canada and the US to secure new, exciting projects. The Proposal Lab is an Association of Proposal Management Professionals (APMP) member.

### **About the Role**

- Develop initial design concepts for a broad range of proposal-related projects (Adobe InDesign and MS Word)
- Present concepts to project stakeholders and revise based on feedback
- Complete the layout/production for a variety of proposals and proposal-related projects, many more than 100 pages, quickly and accurately (Adobe InDesign and MS Word)
- Consistently execute the Proposal Lab's graphic design style guide for proposals
- Develop logos and other elements of a brand's identity for large design-build and P3 proposals
- Create compelling graphics, sometimes from hand-drawn concepts or by interpreting technical writing
- Incorporate design and text edits as requested by the client quickly, efficiently and accurately
- Complete a final quality review of all projects

### **About You**

- Degree or Diploma in Graphic Design or related specialty
- Five to 10 years of graphic design experience with an impressive, diverse portfolio of work
- Passionate about document design, creation and production
- Experience working on layout and graphic design for fast-paced proposals with hundreds of pages
- Expert knowledge of Adobe Creative Suite
- Expert knowledge of MS Office Suite, primarily MS Word and MS PowerPoint
- Experience creating proposal templates and styles in both Adobe InDesign and MS Word
- Excellent organizational skills and experience handling multiple tasks simultaneously
- Able to juggle multiple priorities and competing deadlines in a fast-paced team environment
- A high degree of attention to detail
- Strong problem-solving skills
- Strong command of written and spoken English
- The ability to work independently with minimal supervision as well as within team environments

### **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.