

Proposal Writer

We seek a Proposal Writer – a talented writer and editor passionate about helping our clients succeed. The successful candidate will collaborate closely with our small, growing team to deliver persuasive and well-written proposals covering multiple industry verticals.

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

In addition to being an excellent editor and writer, the ideal candidate should have the proven ability to lead complex proposal submissions and be highly organized and self-driven. You must be able to thrive in an entrepreneurial environment with tight deadlines and multiple stakeholders.

Please apply for this role only if you have at least **five years** of proposal writing/editing experience (i.e. developing responses to Requests for Proposals and Requests for Qualifications) in one of the industries mentioned above.

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

- Coordinate and produce proposal responses to RFIs, RFQs, and RFPs on behalf of our clients – this includes attending kick-off meetings, meeting proposal deadlines, writing and coordinating content, complying with our quality management processes, and 'owning' the final product

- Project-manage multiple proposal writing/editing assignments, often for different clients
- Attend proposal strategy meetings
- Participate in the Pink, Red, and Gold team reviews - evaluate feedback from each review and address comments provided by review teams
- Proofread, format, and perform final quality control checks to ensure compliance with RFP requirements
- Collaborate with graphic designers and fellow proposal writers at the Proposal Lab
- Interview subject matter experts, often located in multiple locations, to obtain information needed to address proposal requirements effectively
- Undertake additional research to effectively write and edit proposals

About You

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

- Excellent command of written and spoken English, with the ability to write clearly and concisely
- University or College degree in English or related field(s)
- 5+ years experience in proposal writing and editing
- A creative and imaginative wordsmith passionate about language
- Strong ability to write engaging, succinct, and persuasive copy
- Excellent skills in writing different tones, styles, and voices for various audiences
- Strategic thinker with high curiosity and research skills
- Attention to detail and accuracy
- Can work under pressure and meet deadlines
- Adept at using Microsoft Office (primarily MS Word and MS Excel)
- Experience with proposal automation platforms (e.g., RFPIO, Loopio) and content/file management platforms (MS Teams/SharePoint)
- Experience with Adobe Creative Cloud, particularly InDesign and Acrobat (preferred)
- Self-motivated and well organized
- Ability to work independently and in team environments
- APMP-Foundations or PMP certification (preferred)

What We Offer

- Competitive base salary commensurate with your experience and qualifications 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:

- Cover letter
- Resume detailing your experience

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