

## Business Development Coordinator

An Oakland, CA-based professional consulting firm seeks a driven, skilled Business Development Coordinator to work full-time out of its corporate headquarters, preferably three days per week on site in a hybrid work model. This fast-paced, mission-critical role will support the Business Development Department. The Business Development Coordinator will be responsible for coordinating pursuits, including responses to requests for proposals (RFPs), requests for qualifications (RFQs), and grant applications for the business development (BD) Department and corporate staff. The ideal candidate is highly organized, detail-oriented, and understands the proposal process. If you have a positive attitude, are good at multitasking, and have proven experience as a proposal coordinator, we would like to meet you.

### Responsibilities:

- Search for RFP, RFQ, and other procurement opportunities through agency portals and/or registration emails received. Forward and distribute bid opportunities to appropriate staff members for review.
- Assist staff and coordinate with prime consultants and subconsultants to organize and produce responses to RFPs, RFQs, unsolicited proposals, grants, and Acumen's Statement of Qualifications for submittal to requesting agencies/organizations. Track deliverables, deadlines, and coordinate the weekly BD meeting.
- Prepare checklists and production schedules. Fill out forms and gather signatures. Lead production of documents including coordinating with staff and tracking who prepares and reviews/approves each section, and printing, copying, assembling, and binding documents as required.
- Work with executive management to develop and track objectives and strategies to support the firm's overall BD goals.
- Register the firm with transit and utility agencies, suppliers, and vendors. Monitor and track new and renewed registrations by filing appropriately and updating registrations tracker spreadsheet.
- Create various correspondence, charts, qualifications/staff matrices, spreadsheets, and PowerPoint presentations in proper format and proofread/distribute as assigned.
- Assist in updating, proofreading, writing, and designing BD and outreach materials such as key project and services marketing sheets, personnel and prospective candidate resumes, and teaming agreements as requested by staff.
- Create and maintain electronic and hard copy proposal files in designated locations as requested/required. Develop Project Information Sheets and Project Marketing Information Sheets.
- Provide website and social media support (e.g., Facebook, LinkedIn, Twitter), improve our search engine optimization and advance our existing social media strategies.

### Required education, experience, and skills:

- Bachelor's degree in marketing, business, or related field and a minimum of three years of experience in proposal coordination, business development, or project administration
- Proficiency in MS Excel, Word, PowerPoint, Outlook; Adobe Acrobat and InDesign; and WordPress
- Good oral and written communication skills
- Excellent time management skills and the ability to prioritize work and meet deadlines

If you are interested in coordinating with team members to win new business, have the ability to manage your time well, and want to work in a fast-paced environment, this job is for you. The pay is competitive.

**You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.**

[APPLY](#)