

Proposal Coordinator

An Oakland, CA-based professional consulting firm seeks a reliable, skilled Proposal Coordinator to complete its Business Development (BD) team and work full-time out of its corporate headquarters, preferably three days per week onsite in a hybrid work model. This fast-paced, full-time position will support the growing company's business development efforts.

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.

Responsibilities:

- Assist staff and coordinate with prime consultants and subconsultants to organize and produce responses to requests for proposals (RFPs), requests for qualifications (RFQs), unsolicited proposals, and grants. Track deliverables, deadlines, and coordinate the weekly BD meeting.
- Prepare checklists and production schedules. Fill out forms and gather signatures. Lead both electronic and hard-copy production of documents including coordinating with staff and tracking who prepares and reviews/approves each section, and compiling final pdfs as well as printing, copying, assembling, and binding final submittal documents as required.
- Create charts, qualifications/staff availability matrices, spreadsheets, and PowerPoint presentations and distribute, revise, and proofread them as directed.
- Create and maintain electronic and hard copy proposal files in designated locations as requested.

Required education, experience, and skills:

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

Desired skills:

- The ability to assist in updating, writing, editing, and formatting/designing BD and marketing materials such as project fact sheets and resumes.
- Website and social media support experience (e.g., Facebook, LinkedIn, Twitter); knowledge of how to improve our search engine optimization and advance our existing social media strategies.

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**](#)