

DES Architects + Engineers (DES) is seeking a highly motivated and organized Proposal Coordinator to become part of our dynamic design firm. DES is a 130+ person architecture and engineering practice focused on the development of spaces ranging from commercial offices to educational environments to healthcare. If you are looking for a company that will provide you with mentorship, career development as well as continuing education opportunities, please consider joining DES. We are looking for collaborators, innovators, and engaged thinkers!

JOB TITLE: PROPOSAL COORDINATOR

POSITION: full-time

JOB OVERVIEW:

The Proposal Coordinator works as part of the marketing team. They must have a complete understanding of the proposal process. They will be creating and developing qualifications and proposals in response to Request for Proposals (RFP) and Request for Qualifications (RFQ), and presentations. This position will require the ability to interact with all levels of staff, especially middle to senior management, as well as with the marketing team. We are looking for a candidate that can develop strong content and messaging to differentiate DES' proposals. Someone who is comfortable working in InDesign, has a strong ability to organize and storyboard proposal content, a passion for the industry and a talent for telling stories, and impeccable organization skills would be the perfect candidate.

RESPONSIBILITIES:

- Reviews RFP/RFQ documents so that client requirements are clearly understood.
- Prepares the responsibility matrix, and communicates with technical staff regarding RFP/RFQ details, schedules, and action items.
- Leads the proposal kick-off and review team meetings.
- Prepare, assemble, and produce proposals, and qualification packages including designing, writing, and editing
- Coordinates with in-house staff and outside consultants
- Interacts with all levels of technical and support staff. Needs to be comfortable with working with senior leadership and executives.
- Works with project teams in preparation for interviews
- Assists with gathering, formatting and maintaining accurate, up-to-date firm marketing information including team resumes, project descriptions and statistics, and other information for marketing purposes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 2-5 years experience in a related marketing role in the A|E|C industry
- Knowledge of RFP/RFQ process
- Organized multi-tasker who is detail oriented with a strong commitment to quality
- Team player with an upbeat attitude and collaborative spirit
- Strong communication skills and ability to craft a story
- Exceptional graphic design skills (layout of art and copy)
- Experience and strong understanding of the following software programs: Adobe Creative Suite (InDesign, Illustrator, and Photoshop), and Microsoft Office Suite
- Bachelors degree in Marketing, Communications or related field is highly desirable

If you meet the qualifications listed above, we encourage you to apply with your resume and cover letter to:
cluong@des-ae.com

About DES: For over 40 years, DES Architects + Engineers, Inc. has created working, learning, and healing environments for our clients. As a full-service design firm in Redwood City and San Francisco, DES provides creative and sustainable solutions that serve the needs of our clients. In-house professional services include architecture, interior design, civil and structural engineering, landscape architecture, visual communications and LEED coordination.
