



## **PROPOSAL COORDINATOR**

Cascadia Bioregion

*Portland, Oregon is the preferred location, but will consider Denver, Colorado or Santa Fe, New Mexico*

Years of Experience: 5+ years

Compensation Commensurate with Experience

Biohabitats seeks an energetic, self-motivated, detail-oriented team player to lead proposal submissions to a variety of potential clients. The ideal candidate will thrive under tight deadlines while supporting our technical staff in a collaborative environment across multiple bioregional offices. Previous experience leading the submission of proposals is required.

### **Primary Responsibilities**

The Proposal Coordinator will lead and manage proposal efforts, coordinate strategy for proposal submission, and outline proposal requirements and deadlines to develop high-quality finished products. They will also work closely with other companies that may be part of a team to compile information required in the pursuit of a proposal. The Proposal Coordinator will oversee final proposal production including content editing, printing, binding, delivery and electronic submittal of a final product as required by each prospective client.

The Proposal Coordinator will also maintain technical staff resumes and prepare reports such as forms SF 330 and 254/255. They will also maintain the marketing database to track key information regarding pursuits and monitor on-line procurement sites to identify potential project opportunities. Communication skills, enthusiasm for collaboration, and passion for the environment are essential.

### **Required Skills & Qualifications**

- » Minimum 5 years experience in a similar role in the A&E industry
- » Prior experience with an RFP/RFQ process including local, state and federal government, private sector, and not-for-profit clients
- » Ability to manage multiple proposals and coordinate deadline requirements across multiple offices
- » Experience with Adobe InDesign and Microsoft Office
- » Ability to work both independently and collaboratively
- » Some travel will be required, including time spent in Baltimore, MD for initial training
- » Strong written, oral, and inter-personal communication skills
- » Strong work ethic

### **Education**

Bachelor's degree in Marketing, Communication, English, or related field

### **Compensation**

Competitive salary (commensurate with experience) and attractive benefits package:

- » Flexible Leave and Paid Holidays
- » Flexible Work Hours
- » Teleworking Flexibility
- » Health/Dental/Vision Insurance
- » Short and Long-Term Disability Insurance
- » Life Insurance
- » Employer-Contributed Health Savings Account
- » Retirement Account with Employer Match
- » Quarterly Profit Bonuses
- » Tuition Reimbursement and Continuing Education Support
- » Professional License Reimbursement

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**PROPOSAL COORDINATOR  
(CONTINUED)**

**Position Posted**

August 29th, 2018

*Biohabitats is a purpose driven, performance oriented, and values led organization. We are a Certified **B-Corp™** and **Just©** Organization, meeting the highest standards of verified social and environmental performance. To ensure that you will thrive at Biohabitats, we highly encourage you to review our **Mission, Values, and Approach** before applying.*

**To Apply**

Please send in pdf format to [careers@biohabitats.com](mailto:careers@biohabitats.com):

- » Cover letter
- » Resume
- » References
- » Equal employment opportunity self-identification form

**Biohabitats is an equal opportunity employer.**