



ERA Architects Inc.  
#600-625 Church St  
Toronto ON, M4Y 2G1

## Proposal Coordinator

ERA Architects Inc. is a heritage architecture firm based in downtown Toronto. We specialize in architecture, heritage conservation, adaptive reuse, urban and rural planning, landscape, and urban design. Our office is made up of 95+ architects, planners, designers and project managers who work collaboratively and creatively on hundreds of active projects.

We are looking for an experienced Proposal Coordinator to join our Business Development team. As a member of the Business Development team, the Proposals Coordinator works closely with ERAs Executive team, Billing Manager, Operations team and Associates to prepare Request For Proposal (RFP) documents, fee letters, and other business development documents.

The ideal candidate is highly organized, offers excellent communication skills, excels in multi-tasking and prioritizing work in order to meet multiple, and often competing deadlines. The Proposals Coordinator is also highly effective in both self-directed projects and as part of a team.

## RESPONSIBILITIES

- Responsible for the coordination and production of proposals in response to formal RFPs and fee letters and other materials that include managing an effective Go No Go process, writing, editing, and coordination with in-house staff and outside consultants.
- Organization, updating, and creation of business development collateral including project profiles, project descriptions, staff resumes, and brochures.
- Preparation, production, and distribution of presentations, and other PR-related materials, including writing, editing, and graphic design.
- Organization and maintenance of project related photos, images, photography database and website.
- Initiating and tracking proposal efforts in Ajera (Accounting software), looking up new bids, coordinating with the Operations and Finance departments, organizing project numbers/ folders, coordinating contracts, etc).
- Responsible for generating reports related to the procurement process, flagging the Executive team on action items, ensuring the consistent roll-out of each proposal.
- Provide back-up to other marketing staff.

## QUALIFICATIONS

- Experience in working independently to develop proposals in response to formal Request for Proposals for public sector clients (experience developing Provincial and Federal level proposals would be an asset).
- Experience coordinating with teams (both internal and external) to prepare proposals, reports, or similar.

- Experience developing project-specific promotional materials, key selling points and product differentiators.
- Excellent organizational and analytical skills and a keen attention to detail.
- Excellent writing, editing and research skills.
- Proven ability to develop strong working relationships with an executive team.
- Demonstrated professionalism and ability to work with confidential documentation and matters.
- Intermediate graphic skills (InDesign, minor Photoshop).
- Undergraduate degree or community college diploma in Marketing, Communications or related field preferred.
- At least 3 years employment in a related field demonstrating hands-on practical experience.
- Experience working under tight deadlines.
- Proficient in MS Office Suite and Adobe Creative Suite (particularly InDesign).
- Experience in a marketing role within architecture fields is an asset.
- Knowledge or interest in architecture, city building, cultural sector or heritage conservation work would be considered an asset.

Please send your CV to [AnnaR@ERAarch.ca](mailto:AnnaR@ERAarch.ca) by March 23, 2020.

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

About ERA Architects:

Founded in 1990 and based in Toronto, Montreal and Ottawa, ERA Architects Inc. specializes in architecture, landscape, heritage conservation and planning as they relate to historical places and provides full professional services for both the public and private sectors. Our core interest is in connecting heritage issues to wider considerations of urban design and city building, and to broader cultural values that provide perspective to our work at different scales. ERA frequently works collaboratively with other firms to engage in city building, conserving heritage architecture, and improving the built environment.

ERA does not discriminate against applicants or employees because of their race, creed, color, age, religion, gender, disability, sexual orientation, marital status, military status, national origin or ancestry. ERA is committed to fostering an inclusive and equitable workplace where all employees and partners feel valued, respected and supported. ERA is committed to working with and providing accommodation to applicants with disabilities.