

Job Title: Proposal Coordinator

About ERA

ERA Architects Inc. (ERA) is an award-winning architecture and planning firm focused on conservation through reactivation. Working across a lively spectrum of scales and locales, we develop heritage planning approaches that renew and improve the built environment. The work we produce touches a wide range of sectors such as governmental and educational institutions, public housing agencies, healthcare, arts & culture, recreational, commercial and retail, hospitality, and residential.

Position Summary

ERA is looking for an experienced Proposal Coordinator to join our Proposal Team to support ERA's Principals and Associates in successfully growing their project portfolios. Reporting to the Proposal Manager, this role involves the production and coordination of formal Request for Proposal (RFP) submissions, fee proposals, and marketing collateral.

The ideal candidate is highly organized, prioritizing work in order to meet multiple, and often competing deadlines, offers excellent project management and communication skills, and excels in developing high quality RFP submissions.

Responsibilities

- Coordination and production of proposals in response to formal RFPs
- Coordination and production of standard scope of services fee proposals.
- Writing, copy-editing, graphic design and coordination of content with in-house staff and outside consultants.
- Project management of proposal development for more complex proposals including ensuring the team meets deadlines, coordinating with 3rd parties (e.g. subconsultants), etc.
- Development and updating of marketing collateral including project profiles, project descriptions, staff resumes, templates, presentations and brochures.
- Data entry for tracking proposal efforts in Ajera (Accounting software),
- Daily search for new bidding opportunities on merx, biddingo, bids and tenders etc.
- Provide back-up to other proposal staff as needed.

Qualifications

- At least 3 years of proposal experience in the AEC industry.
- Knowledge or interest in architecture, city building, cultural sector or heritage conservation work would be considered an asset.
- Degree in Marketing, Communications, Project Management or related field is preferred but experience will be taken into consideration.
- 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 multi-disciplinary teams (both internal and external) to prepare proposals.
- Experience developing project-specific promotional materials, establishing key selling points and product differentiators.
- Demonstrated professionalism and ability to work with confidential information.
- Experience working under tight deadlines.
- Proficient using Adobe InDesign (minimal Photoshop)
- Proficient using Microsoft Office suite (word, excel, powerpoint)
- Excellent copy-editing skills
- Project Management skills
- Excellent organizational and analytical skills with a keen attention to detail.
- Excellent communication skills and ability to form strong working relationships.
- Deals well under pressure in a deadline driven environment.

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