



SENIOR PROPOSAL COORDINATOR

REPORTS TO:	Proposal Production Manager	DIVISION:	
SUPERVISES:	Proposal Coordinators, Proposal Assistants	DEPARTMENT:	
DIRECT REPORTS:		LOCATION:	Sanford, FL
FLSA STATUS:	Exempt	DATE:	

Wharton-Smith is a construction manager and general contractor specializing in water treatment, education, parks and recreation, sports, municipal, entertainment, and hospitality projects – all the things a community needs to thrive.

As a Senior Proposal Coordinator you will have the opportunity to work on a team in pursuit of projects for commercial construction and water treatment plant construction. You will lead all phases of proposal preparation from start to finish, including writing, production, and distribution of competitive marketing proposals and presentations. This position manages and supports special projects and will be a key contributor to sales and marketing initiatives in a demanding fast-paced environment.

Primary responsibilities:

- Coordinate with the Proposal Production Manager to compile and track materials for proposals per deadlines, ensuring that client's requests for proposals are fully met and following the project through its complete lifecycle
- Assemble proposal documents in various software formats, and work with others to assemble proposal, presentation and marketing documents
- Write and edit project summaries, resumes of project personnel, and other supporting information
- Ensure that the proposal material being presented is consistent with the requirements of the bid or of the potential client and is consistent with corporate branding rules and best practices
- Proofread, edit, and standardize proposal text for proper grammar, spelling, comprehension, and style
- Assist in updating and maintaining the project library at proposal, build, and post-construction stages
- Attend project milestone events for assigned projects
- Attend and present at client selection forums
- Award submission production and submissions
- Supervise work product of Proposal Coordinators and Proposal Assistants as needed
- Some travel and overtime may be required

Qualifications:

- Bachelor's Degree in English, Marketing, Communications, Business Administration or a related field from an accredited institution
- 4 or more years of experience creating, writing and editing proposals for a construction, engineering or design firm
- Graphic design experience a plus
- Advanced knowledge and experience within the proposal, qualifications and capture management field.



- Advanced knowledge and experience within the Engineering, Architectural, Construction or Manufacturing industry
- Strong organizational and prioritization skills
- Proven ability to perform under pressure with multiple deadlines and shifting priorities
- Proven ability to work on a team to accomplish goals
- Proven communication skills, both verbal and written
- Excellent interpersonal skills; ability to interface with clients, both external and internal
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities
- Proven ability to work in a fast-paced environment with extreme multi-tasking with multiple deadlines
- Proven ability to maintain effective working relationships with teammates, clients, and vendors
- Attention to detail, including proofreading, grammar and formatting documents
- High proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and other applicable tools
- Proficiency in Adobe Creative Suite, particularly the Adobe InDesign application