



Job Announcement

Proposal Writer/Coordinator

About CWE

CWE is a dynamic, award-winning provider of consulting, engineering, technical, and construction management services. Clients trust CWE to provide innovative and sustainable solutions to solve complex problems involving civil infrastructure, water resources, and the environment. CWE is an integrated firm with a reputation for delivering engineering solutions that improve the quality of life in a fiscally responsible and holistic manner, consistent with our vision of *Creating a better tomorrow, today™*. We develop and implement real world solutions that are practical and cost-effective to create value for our clients and enhance our communities and environment.

Why Work for Us?

Get more out of your career! By joining the CWE team, you will help engineers and scientists secure opportunities to work on large, first of their kind, career-defining projects that will leave a lasting impression and display our team's technical accomplishments.

This is not a "job" – it is a career with a rapidly growing organization in a dynamic industry that recognizes excellent performance and provides opportunities for growth and advancement. In fact, CWE ranked 41st in *Fortune* magazine's 2016 list of the 100 fastest-growing inner-city companies with a five-year growth rate of 292%. The Zweig Group also recognized CWE as one of this year's **Best Firms to Work For** and as a **Hot Firm**, an annual ranking of the 100 fastest-growing firms in the architecture, engineering, planning, and environmental consulting industry. This is a fantastic opportunity to work with a stable, growing firm and develop valuable engineering and technical skills under industry recognized leaders. In addition, as a firm that is leading the industry with innovative and creative approaches to solving environmental and engineering challenges, our employees leave the office each evening knowing they have contributed to a positive movement that will improve our communities, environment, and the world.

The Position

We have an exciting opportunity for an outstanding individual to join our team as a **Proposal Writer/Coordinator** at our headquarters in Fullerton, California. Individuals with at least 2+ years of professional experience are encouraged to apply.

Critical Tasks and Responsibilities

- Responsible for the preparation of dynamic, compliant, and high-quality proposals, statements of qualifications (SOQs), and presentations in the pursuit of municipal, Federal, and private engineering and consulting projects
- Develop proposal outline, schedule, and task assignments for compliance with Request for Proposal (RFP) and Request for Qualification (RFQ) requirements
- Review, organize, translate, and edit written documentation to improve clarity
- Conduct final QA/QC check, including proofreading for grammar and RFP compliance, and checking for conformance to established strategies and plans



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- Participate in maintenance of marketing information, such as project description sheets, resumes and credentials, firm profiles, and proposal and project data
- Page layout and graphic presentation of documents to amplify and simplify the communication themes and technical details
- Prepare award nomination submittals
- Assist with administrative duties
- Various other marketing-related tasks

Required Competencies and Qualifications

- Bachelor's degree or equivalent experience
- 2+ years of experience in proposal development or proposal/technical writing
- Ability to pay attention to detail with a high level of accuracy
- Excellent writer
- Great communicator
- Strong Microsoft Word skills
- Proactive approach/self-starter/takes initiative
- Positive attitude/team player/able to accept constructive criticism
- Ability to kneel, climb, and lift up to 50 lbs
- Valid California driver's license and insurable driving record

Desired Competencies and Qualifications

The following competencies and qualifications are a plus, but not required:

- Adobe Illustrator/Photoshop experience
- Microsoft Excel
- Bachelor's Degree in English, Creative Writing, Communications, Journalism, Marketing, or related field

Company Culture

Our standard is excellence, and our company culture helps us to achieve that. These nine behaviors outline our company culture, and are valued and rewarded in our employees.

Judgment – You make wise decisions, think strategically, and intelligently separate what must be done well now and what can be improved later.



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Communication – You listen well, are concise and articulate, treat people with respect, and maintain calm poise in stressful situations.

Impact – You demonstrate consistently-strong performance so colleagues can rely upon you, focus on achieving great results, exhibit bias-to-action, and avoid analysis-paralysis.

Curiosity – You learn rapidly and eagerly, seek to understand our strategy/market/clients, and contribute effectively outside of your specialty when opportunities arise.

Innovation – You re-conceptualize issues to discover practical solutions, challenge prevailing assumptions when warranted by suggesting better approaches, and create new ideas.

Courage – You say what you think even if it is controversial, make tough decisions without agonizing, take smart risks, and question actions that are inconsistent with company values.

Passion – You inspire others with your tenacious thirst for excellence, care intensely about the company's success, and celebrate wins.

Honesty – You are known for candor and directness, are non-political when you disagree with others, only say things about fellow employees that you would tell them directly, and are quick to admit mistakes.

Selflessness – You seek what is best for the company, are ego-less when searching for the best ideas, make time to help colleagues, and share information openly and proactively.

Application Instructions

To apply, please send a letter of introduction describing how you are a great fit for this position, along with your resume to hr@cwecorp.com. Please include your last name and "Proposal Writer/Coordinator" in your email's subject line.

Example: Smith, Proposal Writer/Coordinator