



# Job Announcement

## Proposal Manager

### The Position

We have an exciting opportunity for an outstanding individual to join our team as a **Proposal Manager** at our headquarters in Fullerton, California. This person leads the preparation, production, and delivery of proposals, Statements of Qualifications (SOQs), and presentations. The position's primary responsibility is to lead and produce marketing proposals for the Architecture/Engineering/Construction (AEC) industry. This includes support for pre-positioning and go/no-go decision making, as well as presentations and printed qualification materials in response to formal and informal client solicitations. The **Proposal Manager** is the key player in document development, overseeing creation of persuasive text, and graphics and taking on key writing responsibilities. Each day you will work in a collaborative team environment to help win strategic projects and deliver the resources and skills of an award-winning firm.

### Critical Tasks and Responsibilities

- Lead the development and production of dynamic, compliant, and high-quality proposals, SOQs, and presentations to produce client-focused documents and presentations that meet Request for Proposal (RFP) and Request for Qualification (RFQ) requirements in the pursuit of municipal, Federal, and private engineering and consulting projects
- Interface with, develop, and maintain professional relationships with executives, service line directors, project managers, and content experts in a collaborative environment
- Oversee development of proposal outline, schedule, and task assignments for compliance with RFP and RFQ requirements
- Ensure subconsultant data requests are complete and submitted in a timely manner
- Review, organize, translate, and edit written documentation to improve clarity
- Conduct final QA/QC check, including proofreading for grammar and RFP/RFQ compliance, and checking for conformance to established strategies and plans
- Manage the maintenance of marketing information, such as project description sheets, resumes and credentials, firm profiles, and proposal and project data
- Direct page layout and graphic presentation of documents to amplify and simplify the communication themes and technical details
- Increase proposal development and production efficiency, particularly as it relates to lowering the costs of sales efforts while maintaining or increasing the "win" rate
- Manage award nomination submittals
- Various other marketing-related tasks

### Required Competencies and Qualifications

- Bachelor's degree or equivalent experience
- 5+ years of experience in proposal development or proposal/technical writing
- Knowledge of providing proposal and marketing support in the AEC industry



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- Ability to pay attention to detail with a high level of accuracy
- Excellent writer
- Great communicator
- Strong Microsoft Word skills
- Manage multiple tasks in a deadline-oriented environment
- 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 In-Design/Illustrator/Photoshop experience
- Microsoft Excel
- Bachelor's Degree in English, Creative Writing, Communications, Journalism, Marketing, or related field

### 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 have an opportunity to work on pursuits for first of their kind, career-defining projects that will leave a lasting impression in the communities we serve.

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. *Fortune* magazine ranked CWE as one of the 100 fastest-growing inner-city companies, 41<sup>st</sup> (2016) and 34<sup>th</sup> (2017). 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



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and develop valuable 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.

### 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.

**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](mailto:hr@cwecorp.com). Please include your last name and "Proposal Manager" in your email's subject line.

Example: Smith, Proposal Manager