

PURSUIT AND PROPOSAL LEAD

We are looking for a **Pursuit and Proposal Lead** to focus on continued growth in all areas of our practice through identification of pursuit opportunities and creation of winning proposals and marketing materials. The successful candidate will work closely with the leadership team and staff to execute short- and long-term goals to enhance the firm's visibility and opportunities for growth.

Location: Winnipeg

Hours: Daytime hours, Monday to Friday

Job Type: Full-time, permanent, in-office position

Key Responsibilities:

- Identify opportunities for new work, including RFPs, market growth, and competitive advantages.
- Develop a pursuit process checklist for pre-proposal considerations, initiation, development, and post-proposal activities including debriefs, client follow-up, and lessons learned.
- Oversee and execute the process of creating winning proposals, seeking input from team members to provide content and background information.
- Participate in project close-out activities to ensure information is available for future pursuits.
- Create proposal and marketing content that effectively promotes our company's core values, expertise, and capabilities.
- Develop and maintain a database of marketing and proposal material that aligns with our strategic goals and establishes consistent language and branding.
- Develop and compile appropriate marketing metrics to track key performance indicators of marketing efforts.
- Research applicability of AI tools for BD and proposal content development.
- Work with our Social Media Coordinator to ensure branding consistency and marketing.
- Coordinate industry award submissions and external communication initiatives.
- Prepare updates to the company's website and internal employee website, recommend content and/or re-designs and work with outside consultants as needed.

This description is not a comprehensive summary of duties or responsibilities that may be required of the successful candidate. The duties and responsibilities will evolve as required to meet company needs.

Qualifications:

- Minimum of 5 years of experience in the architecture/engineering/consulting industry.
- Ability to communicate and collaborate effectively with team members and external parties.
- Proficient with business writing and copy editing.
- Demonstrates initiative and enjoys working in a fast-paced environment.
- Detail-oriented and able to effectively organize and prioritize multiple tasks.
- Highly proficient with Microsoft Office, and able to learn new software as required.

Key assets:

- Related pursuit and marketing experience.
- Social media and website experience.
- Experience with Enterprise Resource Planning (ERP) software.
- Familiarity with AI tools for business development.

Compensation:

- Competitive compensation package, including bonuses
- Group Health Benefits
- Pension Matching
- Paid Professional Development
- Paid Professional Association Dues
- Wellness Spending Allowance

Please e-mail your application to careers@crosierkilgour.com. Although we appreciate all applications, only those short-listed will be contacted for an interview.

Application Deadline: Open