

PROPOSAL COORDINATOR

Crosier Kilgour is seeking a highly skilled **Proposal Coordinator** in response to growth in our project pursuits. Reporting directly to the Proposal Lead, you will play a central role in supporting business development by actively executing the preparation of fee proposals, qualifications packages, and marketing materials. This is a highly collaborative position that sits at the intersection of technical content, project knowledge, and client communication.

Key Responsibilities of this Position

Development and Submission of Proposals

- Prepare and format fee letters and consulting proposals using firm templates, ensuring accuracy, consistency, and professional presentation.
- Assist in the preparation of formal RFP responses, Request for Qualifications (RFQ) submissions, and prequalification packages.
- Coordinate document assembly, formatting, and quality review across multi-discipline submissions.
- Coordinate with the Proposal Lead and technical staff to gather scope, fee, and project information.
- Track submission deadlines and manage proposal timelines in coordination with the Proposal Lead.

Proposal & Marketing Materials

- Develop and maintain tailored resumes, firm profiles, and project sheets for use in proposals and qualifications packages.
- Customize marketing materials to align with specific client requirements, RFP criteria, and project context.
- Keep project sheet and resume content up to date in coordination with technical leads.

Social Media Management

- Develop, create, and maintain branded posts for our social media platforms.
- Create collaborative posts with partner firms.
- Maintain our brand and voice on public platforms.

Records & Administration

- Maintain a library of signed proposals and executed contracts, tracking versions and ensuring records are organized and current.
- Maintain organized records of active and historical proposals, go/no-go decisions, and outcomes.
- Support continuous improvement of proposal templates, boilerplate content, and internal processes.
- Assist with general business development administration as required.

Project Initiation

- Track project wins and initiate proposals and projects in the company's project software system.

Minimum Qualifications and Skills

As a member of our team, we expect you to have the following qualifications and traits, with additional depth and breadth expected for more experienced applicants.

- A **post-secondary degree or diploma** in business, communications, marketing, or a related field.
- **Highly organized** with the ability to manage multiple concurrent deadlines without sacrificing quality.
- **Collaborative, communicative,** and comfortable working directly with technical professionals and firm leadership.
- **Strong writing and editing skills** with a high standard for accuracy, grammar, and formatting.
- **Proficiency** in Microsoft Office (Word, Excel, PowerPoint).

Assets

- 2 to 5 years of experience in a proposal coordination, marketing, or business development support role.
- Familiarity with the engineering or A/E/C industry – understanding of proposal structures and RFP processes.
- Experience with graphic design tools such as Canva.
- Familiarity with leveraging Microsoft Co-Pilot or similar AI tools to enhance productivity and quality.

Why Crosier Kilgour?

Joining Crosier Kilgour means becoming part of a team that values excellence, innovation, and genuine collaboration. We take pride in offering an environment where our team members can grow, contribute meaningfully, and take on exciting challenges that shape the built environment.

What You'll Experience

- **A respected and expert team:** Be part of a firm with a positive culture and a longstanding reputation for engineering excellence, integrity, and service.
- **Purposeful, diverse projects:** Pursue a variety of challenging and meaningful projects that positively impact the built environment in Manitoba, Saskatchewan, and beyond.
- **True professional growth:** Enjoy a collaborative, supportive workplace that values mentorship, growth, and professional development.
- **A supportive culture:** We value openness, curiosity, and a team-oriented approach.

JOB DETAILS

Location: Winnipeg

COMPENSATION



Hours: Daytime Hours,
Monday to Friday

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

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