



PROPOSAL & MARKETING ASSISTANT

Purpose of the Position:

The Proposal & Marketing Assistant will assist both the CXO and Communications and Marketing Manager in increasing existing business and capturing new opportunities. They will be responsible for developing, coordinating and preparing responses to RFPs and customizing proposals for potential and current customers. They will also be responsible for tracking campaign progress, updating marketing material, researching potential target markets, assisting the proposal pitch team and assisting with various projects relating to our overall strategy. The position is responsible for understanding our business, brands and services. We are looking for someone with strong communication skills, who is highly organized and has a desire to learn.

Duties/Responsibilities:

- Perform new client intake
- Draft proposals and RFPs for standard and non-standard requests
- Track progress and report status of leads and campaign or project tasks
- Conduct research and perform data entry on target markets and/or best practices for various projects and campaigns
- Ensure client files are accurate and complete
- Perform website and marketing material updates ensuring all branding guidelines are followed
- Work with vendors to identify and order branded products related to campaigns
- Understand current processes and suggest areas for improvement
- Manage and coordinate all marketing inventory including corporate clothing, swag stock, VIP gifts, etc.
- Requires strong communication skills with internal and external customers by phone, email, virtual meeting, in-person meetings or other messaging
- Meet all established deadlines for on-time delivery of assigned tasks and projects
- Other duties as assigned

Skills/Qualifications:

- Demonstrate proficiency in Microsoft Office (Word (at least 50 wpm), Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Self-starter and committed to success
- Organized and able to prioritize tasks
- Problem solving and strategic thinking
- Flexibility to occasionally work outside of normal office hours
- Graphic design, photography, copy writing and/or social media management skills preferred

Experience/Education:

- Degree in Marketing, Communications or related field preferred but not required. Work experience may substitute education.
- 2+ years of experience in an administrative support, marketing assistant, proposal development or related role
- Familiarity with Adobe CC, Constant Contact, Social Media Management and RFP management software are preferred, but not required.
- Relationship Development and/or Sales Experience preferred

Personal Attributes:

The candidate must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible
- Demonstrate sound worth ethics
- Sense of urgency
- Pleasant demeanor
- Good sense of humor

Working conditions:**Physical Demands**

The Proposal & Marketing Assistant may spend long hours sitting and using office equipment and computers. The position also requires some lifting of supplies and materials from time to time.

Environmental Conditions

This position is in a busy, open office area. The candidate will be faced with interruptions and must be flexible and organized to keep projects and tasks on track. The candidate will work on a team with members in other locations and needs to be proactive and communicative to ensure alignment with team efforts.

Mental Demands

The responsibilities of this position will require a great sense of urgency. The candidate must be able to deal with a wide variety of people on various issues.