



Employment Opportunity

Proposal Coordinator

At Red Team Go, we work with a variety of AEC industry clients to support and build better pursuits and proposals. We are always looking ahead, and not just to the next project.

We are also looking at what is next for you and how we can help you build a career you are proud of. At Red Team Go, you are more than just an employee. You are part of a team that works hard, plays hard, and makes a difference. We not only reward you financially, but give you challenging assignments and an encouraging work environment which promotes personal and professional growth. This position has the opportunity to grow to Proposal Manager.

Supporting our Proposal Managers, in this role you will contribute to our success by coordinating the planning, development, and production of winning proposals from start to finish. You will have an opportunity to work with a variety of clients across several market sectors.

Responsibilities:

- Develops, manages, and finalizes RFP and RFQ responses for pursuits ranging from \$2M to over \$1B in contract value, across contract delivery methods and markets
- On major and/or complex pursuits, supports senior proposal managers with writing and coordination activities
- Collaborates with senior management and clients to develop win strategies and thoughtful proposal deliverables
- Works with the graphic design team to develop compelling visuals that support strategic messaging
- Provides initial go-by write-ups/materials, guidance, and identifies known and potential issues with section responses
- Creates and manages pursuit compliance matrices
- Coordinating and participating in proposal meetings, including kick-offs, status updates, and reviews
- Finalizes and submits proposal documents as appropriate
- Develops and maintains best practices and templates
- Supports multiple pursuits concurrently while meeting quality standards and deadlines
- Other duties and responsibilities as needed and assigned
- Up to 20% travel

Qualifications:

- Exceptional persuasive writing capabilities, including ability to communicate complex ideas through organized and compelling messaging
- Outstanding editing skills
- High attention to detail, strong organizational skills
- Exceptional communication skills, with ability to work well with colleagues and partners in a broad range of roles
- Self-motivated, ability to multitask and deliver results within short deadlines
- Flexible schedule, ready to meet challenging deadlines and priorities to meet client needs



- Want to learn about the AEC industry and support the growth of a successful small business across the US and various market sectors
- Preferred 2+ years of proposal experience in the AEC industry
- Preferred bachelor's degree in marketing, communications, journalism, English, or similar field
- Preferred knowledge of InDesign

Location:

Ideally this role is located in Monroe, WA, where you can work with company leadership. However, for the right level of experience, we will consider a virtual/remote working location. This is open to both full-time and part-time employment.

Email your resume to: careers@redteam-go.com

We are an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.