

**Opportunity:** Proposal Specialist | 5+ Years

#### **Our Collective Vision**

The core values of Hollis + Miller are at the heart of everything that we do. As a Hollis + Miller team member, you live our core values through your day-to-day efforts as we work together to Design the Future.

- We are **purpose driven**, making a difference by impacting the lives of others through our work.
- We are **people centric**, empowering those around us to learn and grow within our dynamic culture.
- We believe in the **power of we**, supporting diversity of thought and recognizing that good ideas can come from anywhere.

#### **Why You're Here**

1. Bachelor's degree in Business Administration, Marketing, Communication, or similar field
2. 5+ years of experience in marketing and proposal writing (preferably A/E/C)
3. Proficiency with Adobe Creative Suite & Microsoft Office required
4. Knowledge of CRM systems such as VantagePoint preferred
5. Excellent written and verbal communication skills
6. Logical thinking and problem-solving skills

#### **Who You Are**

1. Positive attitude, accountable and results oriented
2. Excellent written and interpersonal communication skills
3. Ability to work under tight deadlines and manage multiple deadlines and assignments
4. Attention to quality and detail
5. Creative thinker with excellent problem-solving skills

#### **What You Do**

1. Coordinate the firm's project pursuit and proposal production process
2. Develop, write, edit, and proofread proposals and presentations, resumes, project descriptions and related collateral materials
3. Assist with managing firm's proposal and interview templates, keeping a strong aesthetic and maintaining brand consistency and voice
4. Collaborate with business development teams to develop and support innovative communication strategies
5. Work with marketing and business development teams to strategize interview approaches and create necessary project deliverables including presentations and collateral materials
6. Maintain ongoing Kit of Parts for various office locations to streamline processes and assist team members
7. Assist with timeline management and response priorities when receiving multiple RFPs
8. Assist with maintaining information including the project description, resumes, proposals and qualifications for the firm's database
9. Monitor industry trends in proposal and content development
10. Support the firm's overall business development strategies

We may alter any or all the above from time to time to further our desire to make you, our self and our clients great!  
Hollis + Miller Architects is an Equal Opportunity Employer.

