



Reference Number: 184

## Growing Research and Consulting Firm Seeks Proposal Coordinator in Sudbury, MA

The Proposal Coordinator supports our marketing and proposal efforts by ensuring all aspects of proposal development are properly coordinated and of high-quality. The Proposal Coordinator interfaces with managers, authors of proposal sections, technical and business subject matter experts, graphics personnel, and writers to facilitate the efficient and effective development of the proposal.

### Primary Responsibilities/Essential Functions:

- Work as part of a proposal team to prepare all aspects of commercial and/or government proposals.
- Apply appropriate templates and formatting to proposals based on formatting guidelines and requirements.
- Update company documents and materials, including writing and organizing resumes and project descriptions.
- Manage correspondence/submittals during proposal process.
- Maintain proposal templates and other marketing materials.
- Coordinate the update and maintenance of proposal library repositories, including past performance, corporate capabilities, and resumes.
- Participate in business and marketing plan activities.
- Other duties as assigned.

### Qualifications

- BA/BS preferably in Marketing, Communications, or Business; minimum 2 years experience.
- Proposal experience preferred in a professional services firm, generating proposals for government and commercial clients.
- Must be organized, detail oriented, outgoing, and able to clearly communicate verbally and in writing.
- Must be highly skilled in Microsoft Office Suite, including Word, Excel, and PowerPoint, and Adobe Acrobat Professional software.
- Must be self-directed and able to balance competing priorities and work against deadlines.
- Must be available to work some evenings and weekends as may be required to finalize proposals for submission.
- Must possess ability to manage multiple priorities and deadlines.

Competitive salary and attractive benefits package. Qualified individuals please email resume and cover letter to [careers@ahpnet.com](mailto:careers@ahpnet.com) and reference Job 184. AHP is an equal opportunity employer.