

Proposal Coordinator

Atlanta Metro Area

With more than 70 years of serving the Southeast, Keck + Wood is a dynamic, employee-owned firm with offices in Georgia and South Carolina. Our employees serve Transportation, Community Development, and Utility clients across the southeast through quality engineering, planning, landscape architecture, and land surveying.

Collaboration By Design is not just a tagline, its the foundation of how Keck + Wood serves clients, improves communities, and strengthens its people.

Challenging and rewarding opportunities are here....are you ready?

Being a Proposal Coordinator at Keck & Wood means being on the leading edge of converting opportunities into actual projects. It's where development, expertise, professional skill, and storytelling all converge to explain why Keck & Wood is the right team. If you are an organized, creative, and strategic-minded person looking to make your mark in a growing firm, we want to meet you!

The right candidate should embrace these characteristics:

- **Solicitation Responses:** Collaborate with principals, project managers, and technical staff to prepare compliant RFP/ RFQ/ SOQ and similar responses from start to finish. Duties include tracking opportunities across CRM, intel gathering from Client Service Leaders, conducting Go No/Go meetings, setting timelines, and monitoring progress. Content development skills should include, but are not limited to communications, creative writing, graphic development, managing expectations from others, and time management.
- **Marketing Collateral Material Development:** Create and update brochures, project sheets, resumes, banners, conference materials, and other marketing material as needed.
- **Database Management:** Maintain and update marketing data as needed within databases.
- **Conference Coordination:** Assist with the planning and coordination of conferences including client entertainment, registrations, and presentation development.
- **Promotional Items:** Maintain inventory of promotional items in multiple offices ensuring adequate stock is available at all times.
- **Website Management:** Assist communications team with website content updates.

Our goal is to make you successful in work...and in life!

Keck & Wood provides a culture for you to thrive, instead of just collecting a paycheck. From team outings to company events, we provide opportunities for you to connect with others across the company on both a professional and personal level. Our flex schedule attitude helps you achieve a suitable work-life balance to grow your career, without having to give up your life to do it.

Supporting our competitive pay, our compensation packages can also include 401(k) contribution match, spot bonuses, performance-based incentive pay, and our Employee Stock Ownership Plan (ESOP). Benefits can provide peace of mind to focus on your career, so our packages typically include medical, dental, vision, short and long-term disability insurance, paid holidays, paid time off for sick & vacation leave, paid time off for eligible volunteer service, and more.

Visit our website for a full list of compensation opportunities and benefit options to grow your career and build your life.

The right skills....for your success!

- Bachelor's degree in marketing, communications, business, or journalism
- 5+ years of similar A/E/C proposal development experience
- Strong experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Experience with Microsoft Office and/or Google Platform
- Experience with WordPress or similar web development software a plus
- Familiarity with Deltek VantagePoint CRM a plus
- Strong communication, writing, and editing skills
- Excellent organizational and time management skills
- A collaborative mindset and ability to multi-task, and perform effectively under deadlines with attention to detail
- A strong desire to learn, grow within a company, and help the company grow

Why Grow Your Career At Keck + Wood?

Being a Proposal Coordinator is great opportunity to build your career by sharpening your professional skills, building responsibility, and networking with great people who serve and care about local communities in a relaxed culture. By joining our team, you can:

- Work in a SMPS friendly firm with CPSM's | CMO | and veteran mentors
- Be on the leading edge of developing strategy & deciphering intel to build a compelling story
- Collaborate with other like-minded professionals to win
- Take control of your future by joining a growing, all employee-owned firm

What We Offer

- Competitive base pay based on experience
- Employee Stock Ownership Plan (ESOP)
- Bonus & Incentive Plan Opportunities
- Company 401(k) match plan
- Work/life balance through flexible work arrangement & work from home opportunities
- Company sponsored medical, dental, and vision plans
- Company paid basic life, short-term, and long-term disability insurance
- Flexible Spending Accounts
- Generous PTO policy including paid time off for volunteer activity
- Tuition reimbursement program
- Reimbursement for approved professional development training, license fees & membership dues

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in a professional office environment while seated at a desk and requires the ability to sit for long periods of time. This position routinely uses standard office equipment such as computers, phones, copier, and scanner machines. The position frequently moves about the office to use office equipment, access files and records, and attend meetings. The position must frequently lift or move up to ten pounds and occasionally lift, push or pull up to twenty pounds or bend, kneel or reach overhead.

The statements contained in this position description reflect general details as necessary to describe the essential functions of the position and the level of knowledge and skill required. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or balance workloads. Offers of employment with Keck & Wood are contingent on the ability to successfully pass a background check and drug screen.

With our steady growth and "Pathways to Success" advancement mindset, the right candidate has incredible career potential at Keck + Wood. If today is the day to give your career the boost it needs, please contact us!

Keck & Wood, Inc. is an Equal Opportunity Employer and does not discriminate in hiring based on race, color, national origin, ancestry, religion, sex, disability, veteran status, age, genetic information or any other classifications protected under federal, state or local law. We ensure nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact Human Resources, at 678-417-4000 or kwc@keckwood.com.