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# Example of Proposal Coordinator Job Description

Our company is hiring for a proposal coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for proposal coordinator

* Supporting color reviews by scheduling review meetings
* Under the direction of a Capture Manager, serving as proposal manager for task order proposals, including development of compliance matrices, creating writer content plans
* Coordinate and deliver proposals for the entire Halifax office and provide support to the team based in the Maritimes for their proposals
* Develop and co-ordinate eye-catching proposals, reports, presentations, and other marketing materials
* Manage the proposal development timeline schedule and reviews
* Facilitate and maintain communication and information distribution to proposal teams including client correspondence and amendments to ensuring compliance and accuracy of bid content
* Proofs work to minimize errors
* Interpretation of solicitation requirements or source selection regulations and approach on individual opportunities
* Matrixed team management and facilitation
* Win theme development

## Qualifications for proposal coordinator

* Prior experience with position responsibilities listed above
* 5+ years of proposal coordinator experience in A/E/C industry
* Adobe Creative Suite including InDesign, Illustrator, and Photoshop
* Works well with professionals from various backgrounds
* Ability to juggle multiple assignments and prioritize to meet deadlines
* Work with the Business Unit Manager and Account Manager to prepare a proposal plan that meets the objectives of the proposal budget and timeline