Proposal Specialist

About the Position
This position contributes to the success of our non-profit’s fee-for-service and business development initiatives, involving supporting contract and business development proposals. It requires a background in professional services marketing (ideally in the built environment sector) and/or proposal development.

Responsibilities
- Coordinate day-to-day business development activities related to fee-for-service or other contracts.
- Coordinate contract/fee-for-service solicitation and proposal production schedule.
- Support writing and editing for fee-for-service proposals; may include technical content.
- Maintain and track ongoing communications between potential clients/partners and staff during the solicitation process.
- Work collaboratively with the Marketing Communications team to develop professional and compelling business development templates.
- Assist in the initial stage of contracting process for successful proposals
- Support development and maintenance of boilerplate materials including sample qualifications, résumés, end-of-project synopses, and related business development proposal content (boilerplate)
- Support contact database (CRM) management for development activities including identification of prospective corporate contracting contacts.
- Support staff pursuing corporate sponsorship with key partner firms by helping identify prospects / contacts
- Collaborate with Directors and Staff on business development activities

Qualifications
- Two years professional services marketing or proposals experience, or Bachelor’s Degree in Business Administration, Communications, or related field, preferably both
- Familiarity with building decarbonization, green buildings, and/or energy-efficiency practices
- Proposal writing experience
- Excellent organizational abilities with acute attention to detail
- Excellent written, interpersonal and verbal communication skills
- Demonstrated capability, skills and experience drafting and editing technical copy
- Proficient in Microsoft Office suite, Adobe Creative Suite, CRM software, and some familiarity with databases and online procurement portals
- Self-motivated with a desire to exceed objectives
- Professional manner and positive disposition
- Graphic design sense and capabilities
What we offer:
This position is a full-time, exempt position. NBI’s office is in downtown Portland, Oregon, with flexible work location/schedules possible. Qualified candidates outside the Portland area are encouraged to apply as we will consider hiring in remote work locations. NBI’s Portland office offers easy bus/MAX access, secure bike parking with showers/changing rooms, exercise room, meeting spaces, and other on-site amenities.

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees’ health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:
- Base salary range: $52,000-62,000 (commensurate with experience) The candidate’s final salary offer will be based on the candidate’s skills, education, work location, and experience.
- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment): Medical, vision & dental insurance, Life insurance, A&D insurance, Long Term Disability insurance
- 160 hours of accrued Paid Time Off (combined vacation and sick for a full year)
- 11 paid holidays
- Additional optional benefits available the first of the month after 30 days of employment include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance
- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

How to apply:
Email a cover letter, resume, and salary requirements to careers@newbuildings.org. Please write “Proposal” in the subject line. References and a writing sample may be requested later. For more about New Buildings Institute, visit www.newbuildings.org.