**Proposal Manager**

**Description**

Please apply at:

<https://hdr.taleo.net/careersection/jobdetail.ftl?job=160547&lang=en#.YEaGsXNPC24.link>

**About Us**

At HDR, we specialize in engineering, architecture, environmental and construction services. While we are most well-known for adding beauty and structure to communities through high-performance buildings and smart infrastructure, we provide much more than that. We create an unshakable foundation for progress because our multidisciplinary teams also include scientists, economists, builders, analysts and artists. That's why we believe diversity is our greatest strength. HDR is proud to be an equal opportunity workplace and an affirmative action employer.

We believe that the way we work can add meaning and value to the world. That ideas inspire positive change. That coloring outside the lines can illuminate fresh perspectives. And that small details yield important realizations. Above all, we believe that collaboration is the best way forward.

**Primary Responsibilities**

HDR needs a high energy, self-starting Proposal Manager to support our growing California Transportation Construction Management practice group.

In this role you will provide the marketing leadership and support needed to help grow our Construction Management team across California. This includes supporting the development and execution of long-term strategies, as well as the day to day business development and marketing activities. in the professional design, development, and production of custom and standard marketing materials including statements of qualifications, proposals, and presentations. Additionally you will be challenged with developing and executing compelling written and visual content that promotes our services.

Typical responsibilities of this position include:

* Manage proposal process from start to finish, including pre-positioning, strategy, theme development, proposal production, and interview preparation and coaching
* Work with technical staff to plan, write, design, and produce all proposal and presentation materials for potential clients
* Lead the development of interview presentation materials and coach team.
* Lead monthly marketing meetings and drive progress
* Assist with gathering market research
* Assist in development of local marketing plans, market analysis and business development
* Work with internal Client Managers and Teams in the development of marketing strategies, client development plans, and pursuit capture planning
* Coordinate conference attendance and sponsorships
* Attend industry and client events as needed
* Participate in SMPS, WTS and other professional organizations as appropriate
* Track and maintain marketing information to populate company data systems: pursuit and contract information, photography, resumes, project profiles, references, etc.
* Communicate and collaborate with marketing staff in other offices as well as corporate marketing.
* Maintain and enforce company brand standards and quality control procedures

**Qualifications**

We are seeking a candidate with the following qualifications and experience to join our transportation team in Northern or Southern California:

* Bachelor's Degree in Marketing, Business Communications, or Journalism preferred, or a combination of education and relevant experience
* Technical understanding of the proposal production process for professional services. Previous experience in the A/E industry strongly desired.
* Minimum 5 years document layout and production experience
* Strong written and verbal communication skills.
* Strong organizational skills and ability to handle multiple tasks
* Highly articulate, have a clear and analytical approach to problem solving, and good decision making abilities
* Quick, self-starter, team-oriented, and ability to work with different personalities and professional styles
* Proficient in Microsoft Office
* Must have graphics skills and an advanced working familiarity with Adobe Creative Suite, primarily InDesign and Photoshop.

To succeed in this role you need the ability to work in a fast-paced, high stress, and deadline driven environment with strong attention to detail; excellent prioritization and time management skills with the ability to work on multiple projects simultaneously; the ability to follow through on assigned tasks with limited supervision; and a strong spirit of teamwork and outstanding collaborative interpersonal skills.

**Why HDR**

At HDR, we know work isn't only about who you work for; it's also about what you do and how you do it. Led by the strength of our values and a culture shaped by employee ownership, we network with each other, build on each other's contributions, and collaborate together to make great things possible.  When you join HDR, we give you license to do the same. We help you take charge of your career, giving you multiple growth opportunities along the way.

**Primary Location**

**:** United States-California-Walnut Creek

**Other Locations**

**:** United States-California-Sacramento, United States-California-Riverside