

Content Writer

Role Overview

- Creating proposal response templates, formatting proposal responses using proposal automation software (and Office Suite) in accordance with established style and content requirements
- Assisting with strategic operational activities, e.g., participating in Go/No-Go discussions to determine if an opportunity warrants pursuit, and pro-actively integrating strategic objectives into your work
- Coordinating and producing proposal responses to RFx (RFP, RFQ, RFT etc.) opportunities – this includes facilitating proposal kick-off meetings, managing proposal deadlines, writing and coordinating content, complying with our quality management processes, and owning the final product
- Gathering proposal content by identifying sources of information
- Proposal printing, assembly, mailing / shipping
- Following a meticulous work plan to ensure timely delivery of proposals
- Following proposal writing standards and maintaining proposal support databases
- Obtaining approvals by reviewing proposals with key providers and project managers
- Preparing presentations by evaluating text, graphics, and binding; printing
- Meeting proposal deadlines by establishing priorities and target dates for information gathering, meetings, approvals, etc.
- Development of infographics and other graphic/visual content

How do we define success for your role?

- You demonstrate Flat Irons core values through all aspect of your work: Bold Open Community
- Clients describe you as positive, professional, and deliver high-quality work
- You identify, recommend, and are focused on effective service delivery to our clients
- You share in an inclusive and engaging work environment that develops, retains & attracts talent
- You actively participate in the adoption of digital tools and strategies to drive an innovative workplace
- You grow your expertise through learning and professional development.

Experience and Education

- Previous experience in proposal or copy writing
- Minimum of 3-5 years of proven and progressive experience or equivalent including strong knowledge of the RFP process
- Bachelor's degree in marketing, Business, English, Arts, Communications or a related field or equivalent experience is an asset
- Exceptional interpersonal skills – interacts successfully with all levels of staff – partners, managers, and clients with a positive, enthusiastic attitude
- Well-developed writing skills, particularly with drafting business proposals and marketing materials
- Graphic design skills and experience seen as an asset
- Ability to adapt quickly to changing situations and conditions while under tight timelines
- Self-starter that can work independently with minimal oversight along with a proactive service attitude and willingness to take a hand on and can-do approach
- Strong proficiency with common productivity software including PowerPoint, Excel and Word and other proposal-based tools (RFP Automation software)