

Full Job Description

JOB TITLE: Proposal Developer

LOCATION: Fresno, CA



Precision Civil Engineering, Inc. has an immediate need for an experienced full-time Proposal Developer. This position is part of the Business Development Team and reports to the Director of Business Development. This position will work with the Development Team and other departments and, as part of a team, will prepare multi-departmental proposals and reports for Municipalities, Private Developers, and Educational Facilities. Additionally, this position will work with the Development Team to conduct industry research to identify new opportunities and grow revenues of the company.

Job Responsibilities:

- Prepare proposals for municipalities, developers, and school districts, gathering and formatting information based on the organization's vision and capacities to complete a proposed project.
- Obtain approvals for submitting proposals and writing all draft versions.
- Preparing project reports by assembling necessary qualitative and quantitative data to document that project objectives are being met.
- Determine proposal concepts by identifying and clarifying opportunities and needs, studying proposal requests (RFPs), and attending strategy meetings.
- Create and maintain a calendar with priorities and target dates for information gathering, writing, review, approval, and transmittal to meet proposal deadlines.
- Entering and monitoring tracking data.
- Researching, identifying, and presenting new bid opportunities and updating the pipeline regularly.
- Gather proposal and project report information by identifying sources of information, coordinating submissions and collections, and identifying and communicating challenges associated with proposals.
- Develop proposals and project reports by assembling information; including, project nature, objectives/outcomes/deliverables, timetable, staffing, and evaluation.
- Writing, revising, and editing drafts, including executive summaries, conclusions, and organization credentials.
- Strategize with team to develop organizational value propositions specific to each department and the organization.
- Preparing presentations by evaluating text, graphics, and proposal/report criteria.
- Maintaining quality results by using templates; following proposal standards including readability, consistency, and maintaining proposal support databases/instructions/guidelines.
- Obtain internal approvals of proposals with key project managers.
- Obtain proposal/report-writing results by evaluating and re-designing current processes and approaches; including coordination; bottlenecks, and timelines.
- Updating job knowledge by participating in educational opportunities.
- Accomplishing organization goals by accepting ownership of new and different requests and exploring opportunities to add value to completed jobs.

Qualifications & Experience:

Key Attributes:

- Excellent communication skills, both written and verbal
- Superior organization, time management, strategic planning
- Versatility, flexibility, and willingness to work within frequently changing priorities

- Ability to follow and create new procedures and processes
- Must be detail-oriented, resourceful, and dependable
- Microsoft Office Suite intermediate level expertise preferred
- Solid working knowledge of Outlook, Adobe, Canva, Teams, and Zoom
- Professional, polished appearance and demeanor
- Must be willing and able to take initiative when needed

Education and Experience:

- Previous experience or knowledge of engineering or architecture practices strongly preferred
- Bachelor's degree in English, Technical Writing, Journalism, Media, or related field required.
- Experience with federal agencies preferred.

Work Location: Fresno, CA

Job Type: Full-time

Benefits:

- Paid time off
- Medical, dental & vision insurance
- Life insurance and disability benefits
- Generous 401(k)
- Onsite gym
- Quarterly and annual company events