



Proposal Specialist

Located in Philadelphia

We are seeking a full-time Proposal Specialist with 4+ years of marketing and proposal development experience in a professional services firm, preferably within architecture or the A/E/C industry. The ideal candidate is an energetic, collaborative marketer ready to support a wide range of responsibilities and grow alongside our creative team. A degree in marketing, journalism, or a related field is preferred. Experience with project lifecycles, marketing campaigns, or design is a plus.

Role and Responsibilities

The Proposal Specialist will support a wide breadth of projects, including:

- Prepare, edit, and assemble proposal responses, qualifications, and/or presentations ranging in size and complexity from single page letters to multi-volume bound submissions.
- Recommend pursuit strategies and proposal approaches, including creative responses to RFP requirements, consultant team selection, project selection, and other pursuit considerations.
- Prepare presentation materials for client introductions and/or interviews.
- Collaborate with design teams, administration, consultants, and partner firms.
- Ensure final graphics and submissions are visually appealing and on-brand.
- Develop graphic content such as organizational charts, infographics, tables, and other technical and non-technical graphics.
- Support design teams in the creation of dynamic case studies, project pages, and other project-related content.
- Complete self-check of work prior to submitting to others for review/approval.
- Complete internal debriefs for proposals they lead, leverage past pursuit debrief information. Supports team during win/loss debriefs and gather client feedback on proposals to ensure and demonstrate continuous improvement.
- Update and maintain project, consultant, client, and/or firm information in the Deltek system on an ongoing basis as part of proposal closeout process.
- Contribute to the development and implementation of internal training programs related to core processes, tools, best practices, and other specialized topics.
- Analyze marketing pursuit data prepare draft reports of findings.
- Coach/train coordinator-level marketing team members.
- Accomplish additional as-needed projects such as targeted efforts for a marketing campaign, managing marketing collateral, website management, social/professional networking presence, or email marketing.

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KSSARCHITECTS.COM

KSS ARCHITECTS LLP

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Requirements and Skills

- Effective verbal, interpersonal, and written communication.
- Prior knowledge / experience within the architecture, engineering, construction, or professional service industries.
- Proficient in Adobe InDesign, Acrobat/Reader, Microsoft Word, PowerPoint, and Outlook.
- Efficient with Microsoft Excel and Adobe Photoshop helpful.
- Experience supporting proposal and interview preparation.
- Ability to work with quick turnaround times while balancing multiple priorities and dynamic workloads with minimal supervision.
- Creative mindset with understanding of visual language and ability to transform ideas from concept into final product.
- Excellent writing and proofreading skills in English with a strong attention to detail.
- Ability to execute short-term goals infused with long-term initiatives.
- Previous experience/familiarity with content management systems such as Deltek, Open Asset, etc.
- A degree in Marketing, Communications, Journalism, or a related discipline
- Legal working status in the United States

Who we are:

KSS is an architecture, interior design, and planning partnership that fully realizes our clients' vision through the built environment. With offices in New York City, Princeton, and Philadelphia, KSS and their staff of more than 70 talented and dedicated design professionals create thoughtful, human-centered, and sustainable places that stimulate learning, commerce, and community. By designing today for tomorrow, KSS is bringing innovative projects to life while helping organizations align their purpose with the places they create.

Salary: Based on experience

Instructions: Complete the online application form, attach your resume and sample pages of your work (not exceeding 2 MB) using the following URL:

<https://app.smartsheet.com/b/form/a0068ea472114ce1a52797b8507904e5>

KSS offers competitive compensation packages; full-time employment company paid medical, dental, and vision coverage; life insurance, short- and long-term disability insurance; 401(k)/Roth with company match.

KSS Architects is committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws. Further, KSS Architects is committed to working with and providing reasonable accommodations to individuals with disabilities.