

## **Business Development (Proposal) Specialist (Kansas City, MO)**

The Louis Berger Group, Inc. is an internationally recognized consulting firm that provides engineering, architecture, program and construction management, environmental planning and science, and economic development services. We are currently looking to add a business development (proposal) specialist in our Kansas City office.

### **Function:**

Primary function is to provide support to proposal team in developing strategies for responding to and preparing materials for moderately-complex proposals, qualifications packages, and client presentations. Recommends proposal schedule and expedites various items to ensure that they are completed by the designated due date. Also supports other marketing and business development activities as directed.

### **Duties:**

- Performs detailed analysis of RFQ/RFP and develops detailed compliance & responsibility matrices. Collaborates with members of proposal team to develop strategy to be used. Establishes production schedule and develops resource plan to ensure a timely response.
- Reviews and confirms that the resource plan is adequate to ensure all production milestones will be met. Establishes backup delivery plans as required. Follows up with members of the proposal team on status of all proposal elements and expedites as required.
- Coordinates and/or leads color review meetings.
- Writes non-technical portions of the proposal. Edits and organizes all written technical materials supplied by support groups including organization of chapters, tables, exhibits, and attachments.
- Provides graphic/layout assistance to help ensure that a quality proposal is produced.

### **Experience/ Qualifications:**

Experience in proposal development environments required. Highly organized, detail-oriented multi-tasker. Independent self-starter. People and negotiation skills needed. Attention to detail and organizational skills are essential for successful performance in this position.

Position requires 4-year degree in Communications, Journalism, Business, Marketing, or English and 2-5 years of related experience.

Proficiency with the Adobe Creative Suite (InDesign, Illustrator, etc.) preferred.

Please send your resume, work samples, and salary requirements to [kgull@louisberger.com](mailto:kgull@louisberger.com)