

## JOB DESCRIPTION: PROPOSAL COORDINATOR-KANSAS CITY

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M.E. GROUP's genuine, progressive approach is recognized nationally for high-performance green building consulting. We continue to grow and are looking to add an outgoing, detail-oriented, and motivated Proposal Coordinator to work in our Kansas City office. We work in a stimulating, collaborative and fun environment and this professional will have the opportunity to make a real contribution to our success in winning national opportunities for the firm.

### Key Responsibilities:

- Proposal Development
  - Perform detailed analysis of responses to proposals and qualifications
  - Develop outline for proposal response including timeline & responsibility matrix
  - Contribute to proposal production within schedule
  - Contribute to Review Meetings and final production
- Teamwork
  - Contribute ideas to enhance win success within our diverse project range
  - Support ongoing Brand Management, local and national
  - Assist team with interview and presentation preparation

### Position Requirements:

- Bachelors Degree in Marketing, Advertising, Journalism, Communications, or related field
- 1 to 3 years experience in marketing professional services
- Proficiency with the Adobe Creative Suite (InDesign, Illustrator, etc.)
- Strong writing, organizational and multi-tasking capabilities

### Position Preferences:

- Past experience writing and preparing response packages
- Past experience with CRM administration
- Organized and detail-oriented
- Driven to exceed expectations
- Manage multiple responsibilities while thinking creatively

### Contact:

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