



**Position Title:** Proposal Coordinator

**Company Name:** MW Builders

**Industry:** Construction

**Location(s):** 10955 Lowell Avenue, Suite 300

**Job Type:** Full-Time

**Job Duration:** Indefinite

**Min Education:** BA/BS/Undergraduate

**Min Experience:** 3-5 Years

**Required Travel:** 0-10%

**Salary:** Commensurate with experience level

**Apply for this job:**

Contact Person: Lisa Fahnholz

Email Address: [lfahnholz@mwblders.com](mailto:lfahnholz@mwblders.com)

No Phone Calls Please.

URL: [www.mwblders.com](http://www.mwblders.com)

**Job Description:**

**About us**

As a national general contractor with a strong legacy and a promising future, MW Builders' experience and expertise span today's fastest growing construction sectors: government, education, healthcare and public spaces. For the past 75 years, MW Builders' success has been rooted in our core values: teamwork with mutual respect, entrepreneurial spirit, quality craftsmanship, and integrity above all else.

With more than 200 professionals licensed in 40 states across the U.S., MW Builders offers a full range of services aimed at delivering real results for clients in any project or setting. Our services include:

- Pre-construction
- Design-build
- Negotiated bid/GMP
- Competitive bid
- Construction manager at-risk (CM@R)
- Self-perform work (structural concrete, site concrete, structural steel erection)

At the core, we are builders, and we love what we do, but we're so much more than that. As employee owners invested in the future of our company, we offer potential recruits the opportunity to join a team of experienced construction professionals all pulling toward the same goal – growth within our values-driven organization.

**Proposal Coordinator Position**

MW Builders is currently looking for a proposal coordinator to join our Overland Park, KS office. This person should be self-motivated, detail-oriented, an excellent communicator, and a true team player with leadership skills. Overall, the Proposal Coordinator will coordinate and complete all phases of the proposal process in response to commercial and private requests.

*Specific responsibilities for this position include:*

- Ability to understand and prepare materials specific to Requests for Proposals (RFPs), Requests for Qualifications (RFQ), Letters of Interest (LOI), prequalification's, and in-person presentations
- Writing, editing, and designing of proposals and sales presentations
- Identifying personnel involved, communicating responsibilities, and gathering appropriate information specific to each proposal and/or presentation
- Ability to effectively partner with representatives from multiple departments, such as sales, estimating, safety, accounting, and in some cases, outside organizations or vendors

## MW Builders Proposal Coordinator Position

- Preparing proposal development schedules and ensuring that deadlines are met
- Managing production and the distribution of all documents to appropriate internal and external stakeholders for approval
- Delivering a quality product uniquely designed to meet the requirements of each request
- Organizing, documenting and tracking of past proposal materials for future use
- Prepare advertisements, brochures (both electronic and print) and general marketing collateral as necessary to support the efforts of the company. Maintain such marketing collateral to keep information relevant and current with ongoing project information.
- Exercise initiative or, as directed, perform additional duties to meet the needs of the organization.

### ***Requirements include the ability to demonstrate the following:***

- Advanced technical writing and oral skills as well as presentation development
- Knowledge of engineering, architectural, and general construction terminology and the skills to translate it into client-friendly material
- An understanding of current market trends, such as LEED building and BIM, as well as a willingness to attend continuing education sessions/conferences
- Proven and effective use of proposal/presentation technologies, to include Word, PowerPoint, Excel, Adobe Professional: Photoshop, InDesign, Illustrator
- Willingness to travel when necessary to jobsites, in-person presentation, other MW Builders company offices, and corporate headquarters

### ***Experience and education:***

- This position requires a minimum of a 4-year degree from an accredited college or University
- All candidates applying should have a minimum of 3-5 years of experience in developing commercial and/or government construction proposals