

# Career Opportunity - Creative Writer and Proposal Developer

MRSB Consulting Services is looking for an energetic, creative, driven, and bright individual to join our management consulting practice. This individual is responsible for effectively selling MRSB Consulting as the best solution on bid opportunities for development of business and strategic plans, project and program evaluation, industry research and strategies, funding proposal development, needs analysis, and financial analysis.

## Main Duties and Responsibilities -

- Conceptualizing and writing strategic and creative proposals, including the development of proposal outlines, schedules, content and graphics; and taking responsibility for the final product quality and compliance with RFP requirements;
- Searching for bid opportunities; responding to bid documents and developing unsolicited proposals;
- Coordinating the preparation of proposals; managing deadlines; completing research; meeting RFP requirements; managing multiple submissions at once;
- Facilitating meetings throughout the proposal process with project authority, project lead, partners or subject matter experts; meeting with potential project partners, subcontractors, and subject matter experts to build partnerships and to inform and promote MRSB's services;
- Developing and continuously improving the proposal process, structure and format, win strategies, competitive analysis, compliance matrices, and proposal presentations; and
- Assisting as required for other marketing and corporate initiatives

## Skills and Qualifications -

- Excellent proficiency in English, oral and written; exceptional writing and editing skills - a strong ability to write creative and compelling proposal content; attention to detail;
- Extensive working knowledge of document production using Microsoft Word at an expert level;
- Excellent time management and organizational skills including the ability to manage competing priorities and to plan and execute work to meet required proposal deadlines and project timelines;
- Ability to manage multiple projects with a positive attitude; a willingness to learn and take direction;
- Solid interpersonal and communication skills with ability to build rapport with colleagues and clients;
- Ability to work without supervision and as part of a team; the ability to work under pressure, as part of a cohesive team; and
- Dedication, persistence, flexibility, and a willingness to go the extra mile.

The ideal candidate will have completed a Bachelor's degree, or equivalent diploma, in Communications, English, Marketing, Business Administration, or related field. Previous experience in a professional service firm is preferred.

## WHY CHOOSE MRSB ?

MRSB Consulting Services is a vibrant and growing company, and we offer an exceptional work environment, competitive salary and benefits, a full range of professional development opportunities and flexible work arrangements. Salary range for this position is \$45,000-\$58,000, dependent on qualifications. If you are interested in advancing your career in an exciting and challenging work environment, with one of Atlantic Canada's leading consulting firms, please e-mail your resume with subject heading, "**Creative Writer and Proposal Developer**" to [careers@mrsbgroup.com](mailto:careers@mrsbgroup.com) no later than Monday, July 25<sup>th</sup>, 2022.

# MRSB

*We thank all candidates for their interest; however, only those selected for an interview will be contacted.*