

# FIRST GULF

## JOB POSTING – SR. MANAGER, PROPOSALS & MARKETING

### First Gulf

When it comes to the development of office, mixed-use, retail and industrial properties, First Gulf is a proven market leader with more than \$4-billion in developed assets. Offering development, construction, leasing, finance and property management expertise, we provide clients with unique and exciting market opportunities. Within the Greater Toronto Area alone, our team has recently completed development and construction of more than two million square feet of premier, LEED®-certified office space, with another one million square feet currently under construction. First Gulf also currently manages over four million square feet of fully-operational buildings.

### Opportunity

This is an exciting opportunity for an experienced Sr. Manager of Proposal & Marketing to produce professional written proposals, marketing and corporate content that clearly articulate the organization's value proposition.

### What you will be doing:

- Review all requests, coordinate and prepare compelling proposal submissions and provide final editing, as required, to ensure the response is accurate, concise and effective.
- Accountable for proposal management, proposal design, and copy editing of corporate proposals and pre-qualification submissions.
- Develop core content to be used in all proposal submissions.
- Prepare the proposal project plan; manage assignment, collection and organization of proposal content.
- Actively participate in proposal strategy meetings, researching internal and external information, and planning, managing and executing the written response to RFPs/RFIs/RFQs and other complex proposal requests.
- Liaise with consultants, staff and other stakeholders to coordinate and develop proposal content.
- Communicate, coordinate and direct both internal groups/divisions and external consultants/stakeholders relating to proposal content.
- Design and produce covers and layouts customized for each proposal, organization charts and presentations, including researching and verifying accuracy of information being provided.
- Proofread to ensure continuity and compliance with legal, technical and marketing specifications. Copy edit for format, grammar, style, punctuation and spelling.
- Ensure that Corporate brand and messaging is consistent with corporate standards.
- Manage internal communications associated with proposal preparation and ensure documentation throughout the process.
- Manage to ensure strict version control and proposal master documents.
- Maintaining and updating a corporate library of proposal content, specialized topic material and best in class RFP responses.
- Prepare client presentations, in support of proposal submissions.
- Creating proposal structure and templates.
- Responsible for continuously expanding and updating knowledge to ensure professional proposal writing process.
- Conceptualize, direct and execute property specific marketing plans.
- Manage and coach Marketing and Proposal Coordinators providing direction on key tasks to be completed and advising on areas of growth.
- Assist with business development activities, including client research and sales reporting.
- Assist with marketing tasks, such as responding to media requests, events (i.e. ground breaking) and preparing award submissions, as the proposal schedule allows.
- Manage the structure, design and content of First Gulf Web Site and any project microsites.

- Manage all social media related to First Gulf.

## **What are we looking for?**

- Degree or Diploma in an applicable field or related professional designation.
- Minimum 7 years of proven skills as a professional proposal writer experience.
- Past experience working for a developer/ industry experience is preferred.
- Excellent writing, communication, organizational and expediting skills.
- Ability to work independently and as part of a team.
- Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes.
- Strong ability to research and understand technical concepts to relay technical information accurately.
- Experience with Microsoft Office Suite, Adobe Illustrator, InDesign, Photoshop, Acrobat and PDF creation.
- Ability to work on own initiative.
- You must demonstrate strong sense of urgency, articulate, have a positive attitude, pro-active approach, strong work ethic, be confidential, work in a team setting, be professional and diplomatic, and have an ability to lead and adapt.
- Strong organizational and time management skills to meet or exceed assigned deadlines.
- Thrive in a position that will allow you to make a significant contribution to the ongoing growth and profitability of the Company's operations.

## **What do we offer?**

- Industry competitive compensation package, inclusive of group benefits, company incentives and vacation entitlement.

If you are interested in joining our dynamic team, please feel free to send your resume, in confidence, to Aggie Wawarczyk, Human Resources Manager at [careers@firstgulf.com](mailto:careers@firstgulf.com).

We thank all interested candidates, however, only applicants selected for an interview will be contacted.