



## **Marketing and Proposal Coordinator**

**Location:** Tulsa, Oklahoma

**Employment Type:** Full Time – in office

**Description:** The Marketing and Proposal Coordinator coordinates the submission of proposals to clients and federal government agencies; submits proposals that are deadline driven from start to finish; handles multiple proposals simultaneously in a fast-paced environment; and maintains corporate social media sites. The ideal candidate will be tech-savvy, well-organized, and flexible.

### **Duties:**

- Analyze Request for Proposal (RFP) or Request for Quote (RFQ)
- Prepare responses for formal solicitations and informal requests for information
- Develop and maintain project and resume libraries, as well as qualification matrices
- Develop templates, proposal schedules, compliance matrices, and graphics
- Conduct proposal compliance reviews (RFP, FARS, page allocations, evaluation factors, etc.)
- Track Request for Proposal (RFP) and proposal status
- Submit and organize DBE, HUBZone, HUB certifications federally and on the state level

### **Requirements:**

- 3-5 years of relevant experience with strong attention to detail and extensive organizational skills
- Be a U.S. citizen and able to pass a background check (as required)
- Excellent verbal and written communication skills
- Proficient in the Microsoft Office suite, including: Outlook, Word, Excel, and PowerPoint
- Strong technical writing, editing, and proofreading skills

### **Preferred Qualifications:**

- Experience with federal and DoD proposal writing and requirements
- Experience with a Small Business Administration (SBA) certified company (especially a HUBZone)
- Experience with graphics programs, such as Illustrator, InDesign, Photoshop
- Experience composing and uploading information to social media sites
- Experience creating videos

### **Salary and Benefits:**

- Competitive starting compensation package, DOE
- Medical/Dental insurance
- 401k retirement plan
- Paid holidays, vacation, and sick time
- Employer-paid life insurance