



Job Announcement

Proposal Coordinator

Lose Design is seeking a dynamic, creative, well-versed and highly-organized *Proposal Coordinator* to join either our Atlanta, GA area or Nashville, TN offices!

The successful candidate's primary responsibilities will be designing and producing the office's qualifications packages and proposals (responses RFQs/RFPs), capability statements and interview materials.

The candidate will be enthusiastic, outgoing, and will be able to work both independently and collaboratively with marketing and technical team members. The ideal candidate must also be an efficient, organized, self-starter that can manage simultaneous, deadline-driven projects.

Responsibilities/Duties

- Production of qualifications packages, client letters, capability statements, and interview materials/presentations
- Maintain firm branding throughout all print and electronic materials
- Coordinate and work cross-functionally with marketing and technical team members
- Use firm's lead tracking system to help manage project opportunities and clients (new and existing)
- Attend project pre-submittal meetings as necessary

Qualifications

- Bachelor's degree, preferably in Communications, English, Journalism or Marketing
- Must be an excellent writer with the ability to craft clear and compelling content
- Highly proficient in MS Office Suite, Adobe InDesign and Illustrator, and working knowledge of other Adobe applications
- Ideal candidate will have a minimum of 1-3 years of professional experience within the A/E/C industry or other service-based, technical industry

Interested Candidates: Please send a cover letter, resume, and 2-4 work samples showcasing your copywriting to Marla Simmons at msimmons@lose.design.

About Lose Design: At Lose Design, we create SPACES FOR LIFE which support the most fundamental human needs to live, work, and play. We approach each project with the needs of both the client and community in mind, which allows for a balance between budget, function, and aesthetics. We work collaboratively and are dedicated to creating a work environment that promotes staff growth and enlightenment in all phases of the design process, expands knowledge of technical proficiencies for each design discipline, and fosters a work environment that extends beyond the office and into the communities where we live.



Our clients seek a passionate and approachable design partner and we respond with a single source of responsibility for architecture, landscape architecture, civil engineering, and planning services. This results in better communication, accurately coordinated documents, and a faster, more responsive delivery for our clients.

We are an Equal Opportunity Employer and we offer a competitive compensation plan and excellent benefits package. We are members of AIA, APA, ASLA, ASCE, USGBC, SAME and NRPA. For more information, please visit our website www.lose.design.