



JOB DESCRIPTION

TITLE:	Proposal Strategist 1,2,3	DATE:	5/2021
REPORTS TO:	Sr. Marketing Operations Mgr.	FLSA STATUS:	Hourly Non-Exempt
DEPARTMENT:	Marketing	MGT/SPVR:	No

About Pivot Interiors

Our organization includes a strategic team of big thinkers and creatives who truly work interdependently. Whether planning our Customer Experience program, developing multi-pronged marketing strategies, or designing projects for our innovative clients, we are constantly finding ways to underscore our promise to partner with our clients to make inspiring spaces that unlock their people's greatest potential. The pace is fast, the learning is constant... but as part of a team this driven, the possibilities are endless.

About the Role

As a Proposal Strategist, you will work with internal and cross-functional groups in creating exceptional customer proposals and presentations that represent Pivot's brand. You will be responsible for working with Sales Management and Sales Operations to create effective, winning proposal strategies and compelling presentations to equip the Sales team for success in a timely manner. You will also work with the internal sales, design, and leadership team, you will analyze the market conditions, competition, customer needs, and our own organizational strengths and weaknesses to formulate targeted, winning proposals and presentations for clients and A+D partner influencers.

From the start of a client proposal or opportunity, you are driving the response. You will meet with Sales leaders to determine the move-forward strategy. From there, you will be the single point of contact connecting Marketing, Sales, Design, and Operations during the customer proposal response, ensuring that all deliverables meet the required criteria and timelines. Applying your knowledge base and the content library, you will leverage existing content and resources for an efficient response turnaround. Managing the win/loss analysis program, you will apply learnings to continuous improvement of content and strategy.

You have:

- 7 to 10 years of professional experience and a bachelor's degree from an accredited 4-year university; or equivalent combination of education and industry experience including a proven track record of leading projects.
- Experience creating and developing overall design concepts and formulating design presentation strategies with an understanding of design history and trends. Experience in the Architecture, Interior Design, or Contract Furniture industry is a plus.

- Attention to detail, a keen eye for graphic design, and strong writing and copyediting skills are key. Ability to interpret and apply Pivot's visual brand identity as well as tone of voice to craft presentations and proposals that reflect the brand. Experience in B2B marketing / communication is a plus.
- Excellent analytical and problem-solving skills, exemplary skills in dealing with people, and ability to work effectively across teams.
- Must be deadline-oriented and able to work under pressure. Ability to prioritize, juggle tasks, shift gears quickly, and deal effectively with stressful situations is critical.
- Experience and demonstrated skill using Adobe Creative Suite (Photoshop, In Design and Illustrator) and MS Office Suite.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

Proposal Strategist 1 - Requires a high school diploma or GED plus Bachelor's degree and up to 2 years of related experience; or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Operations database experience is preferred, as well as previous working experience with Illustrator, Photoshop, CAP 20/20, InDesign and Microsoft Office Suite.

Proposal Strategist 2 - Requires a high school diploma or GED plus Bachelor's degree and up 2-5 years of related experience; or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals. Operations database experience is preferred, as well as previous working experience with Illustrator, Photoshop, CAP 20/20, InDesign and Microsoft Office Suite.

Proposal Strategist 3 - Requires a high school diploma or GED plus 7 to 10 years of professional experience and a bachelor's degree from an accredited 4-year university; or equivalent combination of education and industry experience including a proven track record of leading projects. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience is preferred, as well as previous working experience with Illustrator, Photoshop, CAP 20/20, InDesign and Microsoft Office Suite.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to identify and pursue missing or incomplete data. Ability to speak effectively, in English, before small groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. High level of accuracy and attention to detail. Extensive background in use of word processing and database programs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands and fingers to operate a computer keyboard, mouse, and telephone keypad; and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

Equal Opportunity Employer—minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.