



**Karp Strategies | Proposal Manager & Business Development Strategist
Fall 2022 - For Immediate Hire**

About the Role

Karp Strategies is seeking a full-time Proposal Manager & Business Development Strategist. This position will lead the coordination of Karp Strategies' business development activities with direction from the leadership team. Core tasks will involve sourcing new business leads, bid planning, coordinating and drafting proposals, and project and lead tracking. The Proposal Manager & Business Development Strategist will also help lead and/or support business meetings with potential clients/partners, develop project scopes, drive best practices across business development, and manage relationships with key partners.

What We Seek

The ideal candidate is highly organized, willing to learn new things, collaborative, detail-oriented, strategic, and possesses proactive communication skills. They love a fast-paced work environment, and collaborating with people who love what they do.

Successful candidates will likely have 3-6 years of work experience, with a traditional marketing/business development background, and a curiosity about urban affairs, policy, and equity. Given the unique nature of the role, candidates with less experience in business development but more background in urban planning will be considered.

Major Job Responsibilities

Business Development Strategy

- Track potential business opportunities, including Requests for Qualifications (RFQs), and Requests for Proposals (RFPs)
- Maintain opportunity pipeline, notes, and reporting in our CRM
- Analyze and interpret RFIs, RFQs, and RFPs to identify requirements for proposal submittal
- Conduct research on opportunities to support go / no-go decision making
- Maintain and manage key partnerships, including strategies for regular calls and check-ins
- With the leadership team, lead communications with external parties related to business development, including linking relevant communications to our CRM
- Create internal systems for a rapidly growing firm
- Attend regular touchpoints with Principals to monitor bid development pipeline
- Lead weekly meetings
- Provide monthly and quarterly status reports
- Present business development research to the leadership team and CEO
- Develop new business development strategies and source new business leads, in consultation with the leadership team
- Develop, adapt, and/or track metrics around effectiveness of business development efforts

Proposal Management

- Host proposal kick-off meetings
- Collaborate on scope/approach development
- Lead communications with external parties related to proposal submission, including linking relevant communications to our CRM
- Oversee resources needed for successful proposal submittal, including determining support staff needed
- Coordinate proposal schedule, strategy, and writing, including recommending milestones to successful completion
- Proposal writing, including creating scope outlines and coordinating technical writing with other team members
- Draft and manage budgets for project being proposed on
- Work with our graphic designer to prepare proposal graphics and/or tweak existing proposal and qualifications templates
- Manage collection and organization of proposal materials, including partner writing and qualifications
- Tailor qualifications to relevant proposals and to support marketing efforts
- Perform QA/QC on active proposals or related deliverables

Situational

- Assist with maintaining server file organization
- Work in a maturing start-up environment with a close-knit team and our project partners on miscellaneous tasks, big or small, as they arise
- Independently solve problems
- Assist with the creation of training materials to document best practices

Requirements

- 3-6 years of experience writing and editing proposals and supporting/leading other business development activities
- Adept at juggling multiple projects, with aggressive deadlines and many details
- Have the ability to read and understand requests for proposals (RFPs) and qualifications in order to organize and develop a relevant, thoughtful and timely response
- Systems thinker; ability to update existing systems and propose new internal work structures for a rapidly growing firm
- Familiarity with CRMs and business development practices
- Marketing, Business, or Urban Planning degree (or equivalent experience)
- Excellent interpersonal skills, with the ability to communicate calmly and effectively with co-workers, management, and partner firms
- Strong writing, editing, and proofreading skills
- Comfort with business analytics and producing data-driven insights and reports
- Experience and interest collaborating with a diverse and inclusive team
- Ability to project manage all BD tasks and initiatives, including time management/awareness of one's own and other's work schedules
- Proficiency with Adobe Suite, including InDesign

Nice-to-Haves

- Familiarity with Insightly, Monday, Smartsheets, Trello, Google Drive, and Google Sheets is helpful but not required
- Familiarity with urban planning / urban policy practices is helpful, but not required

Salary + Benefits

The salary range for a Proposal Manager & Business Development Strategist is \$70,000-85,000. Placement of a candidate within this salary band will be based on the competencies crucial to success in the role on rated proficiency for each area.

We prioritize health and wellness at Karp Strategies. As a full-time employee of Karp Strategies, you will have access to our Company benefits, including paid time off (vacation and sick leave), healthcare (medical, vision, dental), membership to One Medical, 401k retirement plan match, professional development opportunities, remote wellness programs, commuter benefits, and more.

About Karp Strategies

Karp Strategies is an urban planning strategy consulting firm that builds stronger communities and thriving cities. We partner with our cross-sector clients to identify their unique needs and provide tailored solutions. We take analysis to action to allow our clients to make better decisions and build stronger communities, economies, and cities. We deeply value our holistic analytic methods and maintain strong core values around equity, access, and community engagement when working on planning and development projects.

We work on projects around the country, with projects currently underway or starting across the NYC region and increasingly nationwide. Our team works at the sweet spot where data, people, and place intersect. We strive to understand what drives change in places and how people, businesses, and institutions exist and can thrive within that change. We value and celebrate diversity and inclusion in our team. We share a commitment to social, racial, and economic justice.

Karp Strategies celebrated seven years in June 2022. Since inception, we've grown tremendously from one person to a team of 35. Current projects range from economic and community development planning initiatives to stakeholder analysis and engagement, from infrastructure feasibility and resiliency studies to real estate advisory. Karp Strategies is working with many of the industry's most dynamic partner firms and clients on pressing, timely challenges facing the country, region, and our city. As of February 2022, we are observing our hybrid protocols that require staff to be in office 2-3 days.

Application Details

If these issues pique your interest, we'd love to hear from you. Please send a professional resume, letter of interest, and work samples (writing AND data/design) to jobs@karpstrategies.com. If you possess language skills beyond English, please share a demonstration of your capabilities. While doing all of these tasks/project types previously is not a hiring requirement, having some experience is advantageous and expected. Interested candidates should demonstrate 3-6 years of work experience in a combination of the areas of responsibility described above, and background either with government, community planning or consulting. Fluency in the Adobe Suite, particularly InDesign, is highly desired. A Bachelor's degree is required.

We encourage all who are interested to apply. We will be reviewing applications on a rolling basis.

This job description is for an at-will position that is non-exempt under the FLSA. Karp Strategies provides equal employment opportunities to all applicants for employment regardless of their age, race, creed, color, religion, national origin, alienage, citizenship, disability, sex, gender, sexual orientation, marital status, partnership status, military status, predisposing genetic characteristics, domestic violence status, sex offense of stalking victim status, or any other characteristics protected by federal, state or local laws.