



Position: Marketing/Proposal Coordinator – San Antonio, TX

Our team is seeking a proactive entry level professional to support business development in coordinating the development, organization and production of proposals, submittal documents, resumes, presentations and other corporate marketing material. This person will report to the Marketing Manager and work with the team in coordinating multiple, concurrent proposals/submittals including, scheduling and facilitating milestone review meetings, ensuring that proposal content satisfies Response for Proposals/Response for Qualifications or other submittal requirements/evaluation criteria, and producing final submittals.

Some responsibilities of this position include:

- Coordinate proposal process from start to finish
- Set up and facilitate proposal milestone meetings including go/no-go, color team reviews, and lessons learned meetings
- Develop proposal schedules
- Work with the Capture Manager and technical subject matter experts in writing proposal content
- Responsible for the layout of the proposal document
- Final proposal production including proofreading, printing, binding, and shipping/delivery
- Close out proposals by filing proposal data for future proposals
- Update and maintain proposal related databases of resumes, projects, photos, graphics, and other data for use in proposals
- Review and assist with the tracking of potential opportunities for pursuit
- Collaborate with team members to improve business development and proposal processes
- Assist with gathering market research, creation of marketing materials, and other marketing related efforts as required
- Maintain and enforce company brand standards and quality control procedures

Minimum Job Requirements

Bachelor’s Degree in Marketing, Graphic Design, English or related field.

An ability to develop a technical understanding of the proposal production process in an Architect/Engineering/Construction (AEC) service environment. Capable of learning the development and management of federal proposals and federal forms along with state and local government RFP/RFQ requirements.

Have a clear and analytical approach to problem solving, and good decision making abilities. You must articulate and have excellent communication and presentation skills.

Ability to work in a fast-paced and deadline driven environment with strong attention to detail; excellent prioritization and time management skills with the ability to work on multiple projects simultaneously, the ability to follow through on assigned tasks with limited supervision; and a strong spirit of teamwork



and outstanding collaborative interpersonal skills. Able to listen, accept feedback, adaptable, assertive, and attentive. A dependable person with a strong desire and willingness to learn a plus.

Special Software Needs

Proficient in Microsoft Office 365 (Word, Excel, and PowerPoint) and Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat)

A Plus

- SharePoint experience
- Experience with creating graphics and/or page layout skills

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For immediate consideration, please send Resume, Cover Letter and Salary History Requirements to Resumes@mocasystems.com.