

## Proposal Manager – Business Development Team

**Job Title:** Proposal Manager  
**Annual Pay:** \$65,000 - \$72,000 - commensurate on experience and qualifications  
**Reports to:** Director of Business Development  
**Position type:** Full-time  
**Location:** Eastern Ontario, remote office

### **Overview:**

EnviroCentre is an Ottawa-based environmental not-for-profit social enterprise that scopes, designs, delivers and scales practical initiatives that reduce GHG emissions in our communities. We have a social enterprise business model that combines mission-aligned service delivery with strategic climate initiatives to create a high-impact, sustainable climate action model. We have been working for twenty-five years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

To maintain and grow our impact, we respond to RFPs, identify and pitch services for a wide range of clients, design collaborative projects, and submit funding proposals. We are looking for a Proposal Manager to join our Business Development Team. The ideal candidate is an experienced professional with demonstrated expertise supporting the processes of securing new business opportunities through the submission of proposals or bids. The Proposal Manager plays a pivotal role in overseeing the processes that drive the success of developing high quality proposals, ensuring compliance and alignment with client requirements, and fostering collaboration and continuous improvement across the proposal process.

### **Job duties and areas of responsibility:**

- Maintain an understanding of EnviroCentre's existing program areas, service offerings, and strategic direction, and the business development activities that support this work.
- Coordinate the submission process for proposals including the preparation of critical paths (tasks, timelines, people, progress) to ensure all requirements specified in the solicitation documents are met and the submission is completed on time.
- Oversee the creation of proposal content, working closely with the subject matter experts, and other team members to develop compelling and winning proposals. Prepare proposal response outlines, including boilerplate material such as organizational overview, staff CVs, past project examples, etc.
- Ensure proposals adhere to EnviroCentre branding guidelines.
- Maintain a repository of proposal-related content including past proposals, templates, staff CVs, boilerplate language, and best practices, to streamline future proposal efforts and ensure consistency and efficiency.
- Remain informed of grant and contract opportunities from previous funders, track key dates and ensure the Executive Team is aware of upcoming deadlines.
- Update existing business development tracking tools and internal reporting documents. Provide recommendations for improvements in this area.
- Work with the Directors to identify new target markets, partnerships, and/or clients for existing and emerging services, by conducting research, tracking activities, and scheduling and attending meetings as needed.

- Work with the Directors and Communications Team on marketing, presentation, or promotional needs that support business development activities.
- Research and identify funding opportunities that support the growth of our existing programs and emerging areas. For example, standing offer lists in Eastern Ontario, relevant granting agency opportunities, and RFPs posted on MERX or other platforms. Bring opportunities forward to the Executive Team.
- Attend internal meetings, take minutes and/or review AI generated meeting notes to ensure accuracy. Track business development action items and conduct follow-ups as needed.
- Contribute to identifying, engaging, and convening partnership meetings designed to build client base and collaborative opportunities that will lead to future contracts and projects.
- Support administrative tasks related to contract review and execution.

**Job Requirements (Education, Experience, Skills and Knowledge, Particular requirements for the role):**

- Post-secondary education in a relevant field or demonstrated equivalency of experience and/or education.
- Minimum 5 years experience in proposal management and business development related activities.
- Demonstrated experience with proposal/grant/contract writing and RFP responses.
- Demonstrated knowledge and experience with environmental consulting.
- Strong interpersonal skills and demonstrated experience and facility with partnership development and client relations.
- Ability to work under tight and shifting deadlines and manage multiple priorities.
- Computer proficiency with MS Office (Word, Outlook, Excel, and Power Point, Teams).
- Bilingualism (English/French) preferred.
- Ability to attend in-person meetings in the National Capital Region.

**Competencies:**

- Attention to detail.
- Enjoys administrative tasks, and the art of supporting and contributing to executive teams.
- Analytical ability to solve problems with practical solutions.
- Research and writing.
- Excellent time management skills and ability to work under pressure.
- Ability to multi-task and support activities with competing deadline.
- Excellent communication skills.
- Desire to support practical climate action with a non-polarizing, non-judgemental approach.
- Ability to focus on client service and excellence.

**Working Conditions:**

- Home Office environment with frequent computer use.
- Occasional evening and weekend work required.
- Travel may be required to attend client meetings and public events.
- Requires occasional attendance at offsite in-person meetings in the National Capital region and occasionally beyond.
- May require a flexible work schedule.

**In addition to competitive pay, we offer:**

- 35-hour work week and the ability to work flexible hours.
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Health, dental and wellness coverage for you and your dependents.
- Paid sick days, and additional time off for personal and care responsibilities.
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely, and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**How to Apply**

Interested candidates are invited to submit their resume, a cover letter detailing their relevant experience and qualifications, and a writing sample.

**Application Deadline:** March 10, 2024

**Anticipated start date:** As soon as possible

**Important:**

Please send your resume, cover letter to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202405)

Example: Firstname\_Lastname\_EC202405.

Please also put the Reference# EC202505 in the subject line of your email.

*We thank all applicants for their interest, however only candidates selected for an interview will be contacted.*