

# Proposal Specialist

**Organization:** Design Partners Incorporated

**Date Posted:**

**Date Needed:** ASAP

**City:** Honolulu

**Location:** Hawaii

**Country:** United States

**Primary Category:** Marketing

**Type of Position:** Full-Time

**Education Requirement:** Bachelors Degree

**Experience Requirement:** 2 years

## **Background:**

Design Partners Incorporated (DPI) is an employee-owned award-winning architecture firm based in Honolulu, Hawaii. DPI continues its growth as reflected in being ranked #1 by Pacific Business News for the fourth year in row. This recognition reflects the quality and diversity of our work created by DPI's talented and creative team of staff-owners.

DPI seeks an energetic and motivated individual to implement marketing requirements for new and ongoing clients.

## **Qualifications**

- Bachelors degree in marketing or related field. Alternately an equivalent combination of education and relevant experience
- Minimum of 2 years of relevant experience
- Proficient with Microsoft Office Suite, Photoshop and InDesign. Proficiency with BlueBeam a plus
- Strong communication skill including written, verbal and interpersonal
- Works well within time deadlines
- Developed graphic sense for images and page layouts
- Excellent organizational skills
- Excellent time management with multiple projects
- Team player, demonstrates initiative, demonstrates critical thinking

## **Position Description**

- Creating fee proposals and qualifications presentations.
- Responding to annual Request for Qualifications (RFPs) for private and public sector clients
- Preparing Request for Proposals, RFPs and Department of Defense SF330 packages
- Creating, organizing and archiving marketing materials
- Administrative tasks related to marketing work.

## **Compensation**

Salary commensurate with experience. Competitive benefit package. ESOP (Employee Stock Ownership Plan) available.

## **How to Apply / Contact**

To apply, please email your cover letter, resume, and relevant portfolio materials to [employment@designpartnersinc.com](mailto:employment@designpartnersinc.com) We look forward to hearing from you.

*Design Partners Incorporated is an equal opportunity employer and all qualified applicants will receive consideration for employment.*