

# WE'RE HIRING!



## Proposal Writer

Dominion Voting is looking for a skilled and detail-oriented **Proposal Writer** to join our team in either our Toronto, Denver, or San Leandro offices, or remotely in the United States! This role will support sales initiatives by preparing high-quality, technical Requests for Proposal (RFP) and Requests for Information (RFI) responses to support the Company's business objectives. This is an exciting opportunity for individuals seeking to develop a valuable skillset at the intersection of writing, business development, and technology!

### Responsibilities

- Partner with the Sales team and Communications team to review and update proposal templates, accompanying presentations, and improve overall proposal-writing results
- Write/edit benefit-driven proposals that are accurate, detailed, persuasive, and responsive to customer needs based on Dominion Voting standards and templates
- Determine proposal concepts by identifying and clarifying opportunities and needs
- Adhere to proposal deadlines by establishing priorities and target dates for information gathering, writing, reviewing, and approval
- Coordinate proposal requirements with key contributors
- Effectively communicate proposal statuses
- Actively participate and contribute during review meetings
- Design, prepare, and coordinate proposal production (printing, binding, and shipping)

### Qualifications

- Bachelor's Degree in English, Marketing, Communications or similar
- 2-5 years' experience preparing high-quality, technical Requests for Proposal (RFP) and Requests for Information (RFI) required
- Experience working for a technology company in a proposal writing capacity is a plus
- Be a self-starter and independent, but with team-oriented approach to working and learning
- Strong analytical, planning, and problem solving skills
- Impeccable attention to detail
- Excellent writing, verbal, and interpersonal skills with the ability to understand and effectively communicate complex technical concepts in a clear, concise and persuasive manner
- Advanced skills in Microsoft Word and other Microsoft Office applications
- Ability to work under and meet strict deadlines

[Click here to apply!](#)