

Paragon Sports Constructors

Job Description: Proposal Coordinator

2024

Paragon Sports Constructors is the leading turn-key contractor of natural and synthetic turf sports fields, running tracks, and tennis courts in the south-central United States. In addition to our core services, we also manage small stadium and facility renovations that include lighting, bleachers, press boxes, parking, and pavements. We are seeking a creative, self-starter to join our team as **Proposal Coordinator** at our office in Fort Worth, Texas. The successful candidate will help tell the story of our products and services through technically accurate and visually appealing proposals for sports facility construction projects throughout Texas, Louisiana, Oklahoma, and Arkansas.

This position will report to the Vice President of Marketing and work with the Senior Bid Coordinator to produce and submit proposal responses for RFQ, RFP, and CSP solicitations, GC proposals, and develop submissions for private and negotiated contracts. Position requires writing, creative, organizational, and strong communication skills with the ability to plan and prioritize tasks for concurrent projects.

Proposal Coordinator responsibilities:

- Read and interpret construction plans, specifications, and solicitation documents to understand the requirements of the proposal and needs of the client.
- Lead the coordination and preparation of assigned proposals, including gathering information, adhering to brand standards, and ensuring timely submissions.
- Collaborate with the internal team and external partners or clients as part of the proposal process for clarifications and substitutions. Submit substitution requests as necessary on assigned projects.
- Conduct quality assurance checks on proposals, including proofreading for grammar, punctuation, and style consistency as well as accuracy of the content.
- Help maintain internal marketing databases, repository of proposal documents, templates, and boilerplate content, including project descriptions, resumes, and past performance references.
- Research, download, & distribute potential public and private project leads to support business development efforts.
- Assist in other proposal, estimating, or marketing duties as needed.

Proposal Coordinator qualifications

- **Exceptional writing and verbal communication skills.** You can balance technical, expository, and creative writing to craft necessary responses to proposal requests. You are comfortable communicating with individuals and teams inside and outside the organization via phone, email, and in person. Candidates should be comfortable and professional in various communication settings.

- **Eye for design with the skills to match.** Must be able to produce proposals for construction projects that are visually appealing and help the PSC brand stand out.
- **Organize, anticipate, & problem solve.** Must be organized and able to manage established processes with respect to other roles & responsibilities at the company. You should be able to anticipate needs and understand deadlines with sense of urgency while also able to manage a process for efficient and timely submission of proposals.
- **Industry knowledge.** You have experience using online plan rooms to access and track project documents & the ability to read construction plans and specifications to determine proposal requirements.
- **Team oriented attitude.** Understands the importance of the role and how it fits into the overall success for the brand.
- **Enthusiastic & continuous learner.** Willingness and determination to learn the technical specifics of a niche industry and continue learning as the industry / brand evolves.
- **Sports knowledge.** Experience playing, coaching, or cheering for your favorite sports teams is a plus. We are experts at designing and building outdoor athletic facilities for public & private clients across Texas; the primary responsibility of this role is to help tell the story of our expertise through exceptional proposals that are technically accurate and visually appealing.

Proposal Coordinator requirements:

- Prior experience in the AEC industry desired, specifically with proposal writing & production.
- Experience with Microsoft Office Suite and Adobe Creative Suite programs; specific experience with InDesign, Photoshop, and Illustrator preferred. Experience with digital asset management programs a plus.
- Excellent written and verbal communication skills.
- High level of organization and attention to detail.
- Ability to work effectively under tight deadlines and manage multiple priorities.

Additional Details and Benefits:

Compensation is based on the candidate's experience. This position is a salary plus bonus opportunity based on a combination of individual and company performance.

Full-time employee benefits include:

- Medical, dental, & vision insurance
- Health savings account
- Short term & long-term disability
- Company paid life insurance.

- 401K with company match
- Paid time off
- Cell phone allowance

Additional perks include:

- Eligibility for annual bonus
- Casual work environment
- Occasional remote work
- Access to Rangers baseball games in company suite
- Company events / cookouts / swag
- Large pool of long-term tenured employees who are happy to work together.

Qualified candidates should submit a resume and cover letter to:

Katie Markovich, Vice President of Marketing

kmarkovich@paragon-sports.com