



JOB OPPORTUNITY

RFP Coordinator / RFP Manager

STATUS: Permanent, Full-time
LOCATION: Ontario
SALARY RANGE: \$56,000-\$106,200/year (wage commensurate with experience)

Cambium is a successful consulting and engineering company built on quality people doing great work in a rewarding environment. It's our team that makes us unique.

And...our team is growing! Cambium is looking for an **RFP Coordinator / RFP Manager** to join the Revenue & Growth group. The flexibility of this position allows the Revenue & Growth group to adjust the duties of this role with the experience and fit of the candidate pool. Cambium works with a variety of public and private clients on a wide range of projects. The successful candidate will have experience in the development and management of Requests for Proposal (RFPs) and experience in process development.

JOB DUTIES

- Management and oversight of external Request for Proposal (RFP) platforms for private and public opportunities; localized to national.
- Regular communication with all Services groups to identify, triage, and support proposal submission development.
- Process mapping and management of RFP evaluation and responses.
- Correspond with regulatory agencies, municipal bodies, and clients, under the supervision of senior staff, using written and verbal methods.
- Support senior staff in project planning, scheduling, budgeting, and allocation of personnel and resources.
- Contribute to general Cambium tasks including document review, template and resource development, and internal training.
- Contribute to the preparation of proposals for prospective work.
- Participate in Client Development activities such as market analysis, sales funnel management and targeted market outreach to key sectors.
- Adherence to health and safety protocols for self and support staff.
- Providing mentorship and training to junior Cambium personnel.
- Working to meet internal and external deadlines may result in occasional evening and weekend work.
- Other tasks, as required.

QUALIFICATIONS

- Bachelor's Degree or Diploma in Marketing, Business or a related field, with a minimum of 3 years of relevant experience in marketing preferably within the consulting or professional services industries.; or
- Equivalent combination of education and experience may be considered (e.g. Degree in Engineering, Science or similar + experience.)
- Proficient in Word, PowerPoint, Excel and SharePoint.
- Demonstrated experience working with and providing submissions to varied industry sectors.
- Experience preparing proposals for a consulting engineering or professional services company.
- Knowledge of marketing procedures, document and presentation production methods, proposal processes / proposal quality and business development in professional services.
- Experience developing project experience case studies.
- Proven technical writing skills.
- Strong interpersonal, verbal and written communication, and organizational skills.
- Ability to maintain a high level of confidentiality.
- Valid Driver's License and access to a reliable vehicle.



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ASSETS

- A self-starter who can adapt to a rapidly changing and competitive environment and can prioritize and multi-task in high pressure environments.
- Experience using Adobe InDesign and Adobe Suite .
- Attention to detail allowing you to work efficiently in a busy and deadline driven work environment while maintaining accuracy and quality.
- Creatively-minded
- Ability to independently manage a varying workload.
- Experience using P3/Alternative Delivery pursuits.

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you are interested, we invite you to send us some information that would help us understand whether you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to hr@cambium-inc.com.

WHY CAMBIUM?

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together. When we cannot be together (welcome to 2022), we continue to maintain our team's bond, through activities such as photo contests, shout-outs of appreciation and care packages.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum of 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <https://cambium-inc.com/careers.php>.