Job Title: Bid Writer/Technical Proposal Writer
Reports to: Business Manager
Location: Venice, Florida

Role Summary

The **Bid Writer / Technical Proposal Writer** prepares high-quality submissions by translating complex civil engineering solutions into clear, persuasive proposals (RFP/RFQ/ITT). Working closely with engineers, project managers, and business leadership, this role ensures all proposals are compliant, visually engaging, and delivered on time to help secure new public- and private-sector infrastructure contracts.

Key Responsibilities

- **Proposal & Tender Production:** Analyze Request for Proposal (RFP), Request for Qualifications (RFQ), and Invitation to Tender (ITT) documents; develop response plans; and write tailored, client-focused responses to maximize evaluation scores.
- **Cross-Team Collaboration:** Coordinate with subject matter experts—including engineers, surveyors, project managers, and cost estimators—to gather project details, technical data, and method statements.
- **Content Management:** Maintain and update a central proposal library containing past project profiles, company case studies, staff resumes/CVs, and standard technical responses.
- **Editing & Proofreading:** Review, edit, and revise content from multiple contributors to ensure a consistent, professional, and persuasive voice.
- **Compliance & Deadline Management:** Ensure all submissions strictly comply with solicitation specifications—including formatting, page/word limits, and required forms—and deliver finalized packages ahead of tight deadlines.
- **Document Design:** Create visually engaging proposals using diagrams, maps, graphics, and case studies to showcase the firm's engineering expertise.
- **Opportunity Monitoring:** Track civil engineering marketing initiatives, monitor upcoming public-sector projects on platforms such as DemandStar, and identify new business opportunities.

Required Qualifications

- **Education:** Bachelor's degree in English, Journalism, Marketing, Communications, or a relevant Civil Engineering/Technical field.
- **Experience:** 3–5+ years of proven bid writing or proposal writing experience, preferably within the civil engineering, construction, or infrastructure sector.
- **Writing & Communication:** Exceptional written English, grammar, and drafting skills, with the ability to translate complex technical concepts into clear, persuasive copy.
- **Technical & Software Proficiency:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- **Project Management:** Strong organizational skills with the ability to manage multiple proposals and strict deadlines simultaneously.

Preferred Qualifications

- Familiarity with civil engineering concepts (e.g., site development, earthworks, roadways, utilities, and stormwater drainage) and Florida public-sector procurement (such as CCNA).
- Proficiency in Adobe InDesign and Adobe Acrobat for layout and document production.

Compensation & Benefits

We offer a competitive salary based on experience, skill level, and responsibility, alongside a comprehensive benefits package that includes:

- Employer-paid health insurance
- 401(k) retirement plan
- Long-term disability insurance
- Generous paid time off (PTO) and paid holidays

How to Apply

Applicants should submit a **one- to two-page cover letter** (demonstrating writing proficiency, grammar, style, and formatting) along with a **resume**. Application materials may be emailed to dmkacct@dmkassoc.com or submitted directly through our website at www.dmk-inc.com.