

The RFP Coordinator will be responsible for all activities around creating and managing Request for Proposal (RFP) projects for new business opportunities. Responsibilities include developing and executing written responses, managing proposal schedules and deadlines and ensuring final review and submissions. The RFP Coordinator will collaborate daily with consulting and marketing teams, as well as other internal stakeholders. Specifically, the job entails the following essential duties:

1. RFP project management

- Review and process information for all new RFPs from prospects
- Manage full RFP process, including determining project timelines and creating content
- Coordinate with internal subject matter experts to develop standard and custom written responses to be saved in internal library
- Create tables, charts, graphs and exhibits to answer RFP questions
- Proofread final product for spelling, grammar and style, ensuring consistency with Marquette Associates branding and messaging
- Produce a professional-quality, compliance-approved product
- Respond to requests for follow-up information from prospects

2. Internal communication and knowledge management

- Maintain RFP pipeline and report weekly to Marketing & Compliance Operations Manager
- Effectively communicate with all levels of personnel within the organization and with external stakeholders
- Update/maintain and create responses in internal RFP answer library
- Gather and report accurate statistical RFP data

Qualifications

- Bachelor's degree in Business/Marketing, Writing, English, Communications or Data Analytics
- 3+ years' experience in a similar marketing or coordinator role
- Demonstrated ability to manage multiple projects simultaneously under strict deadlines
- Strong written and verbal communication skills, organization skills and attention to detail
- Capacity to be responsive, flexible and accountable
- Ability to accurately convey technical information concisely, effectively and professionally
- Works well in a team environment and possesses strong interpersonal skills
- Knowledge of financial services industry (preferred)
- Knowledge of visual or graphic design (preferred)

Marquette Associates offers competitive benefits, including medical, dental and vision coverage; flexible spending plans for health care and dependent care; generous time off benefits; 401(k) plan with company match and more.

To apply, please forward your resume to hr@marquetteassociates.com with the subject line "RFP Coordinator – Your Name". **We are an Equal Opportunity Employer. No recruiters will be considered for this position.**