

Now Hiring

PROPOSAL WRITER

Req: 24-10



RECON Environmental is a small company of specialists representing one of the most established environmental consulting service firms in the Southwest. We are employee-owned and hard-working, but with a casual and collaborative work environment. We offer the right candidate a team-oriented, caring environment that is client-focused and flexible, and we are always striving to provide high-quality service to our clients.

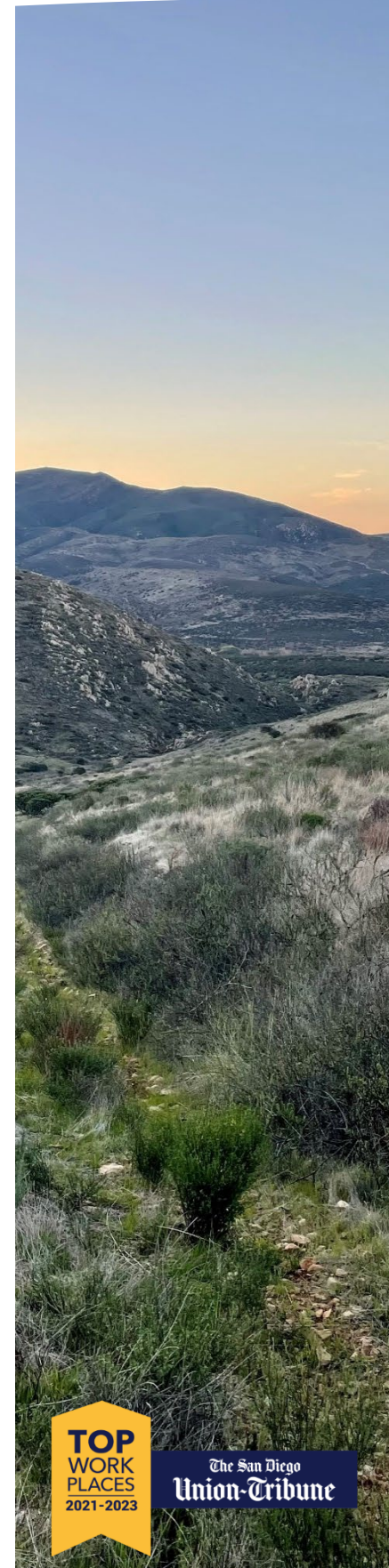
We are currently seeking a highly talented Proposal Writer to join our team. This position will be responsible for developing winning proposals through strategic messaging, ensuring we are providing the best story and value to clients in compelling and differentiated ways, developing innovative deliverables to visually tell that story, and complying with federal, state, and private RFP/RFQ requirements.

The ideal candidate will have a BA in English, communication, marketing, or related field and previous experience with light to medium proposal writing in a high-pressure, deadline-oriented environment. You must have exceptional grammar skills and keen attention to detail. The position requires a highly organized self-starter with the ability to handle and prioritize multiple assignments. Competent computer skills are a must, including a strong knowledge of MS Word and Adobe Acrobat, with Excel and MS Project a plus. Under the direction of an assigned supervisor, the Proposal Writer will develop and write proposals, grants, and reports in accordance with specific instructions and requirements, providing rough drafts, revisions, and final copy.

Key Responsibilities

- Proposal writing – with limited supervision or guidance, help teams identify winning strategies by understanding the client’s needs and creating proposals that are customized to each client.
- Develop and write grants, proposals, and reports, including rough drafts, revisions, and final copy.
- Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- Maintain records and files of work and revisions.
- Perform light copyediting (spelling, punctuation, grammar, consistency) and organization of proposals, grants, and reports; adhere to formatting guidelines; maintain report style sheets; insert graphics, tables, figures, and photographs; coordinate with project teams; incorporate revisions; and create and combine PDFs. This includes the work of other writers.
- Assist in laying out material for final production.
- Commit to timely completion of high-quality work.
- Perform other duties, as assigned.

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The San Diego
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Knowledge and Requirements

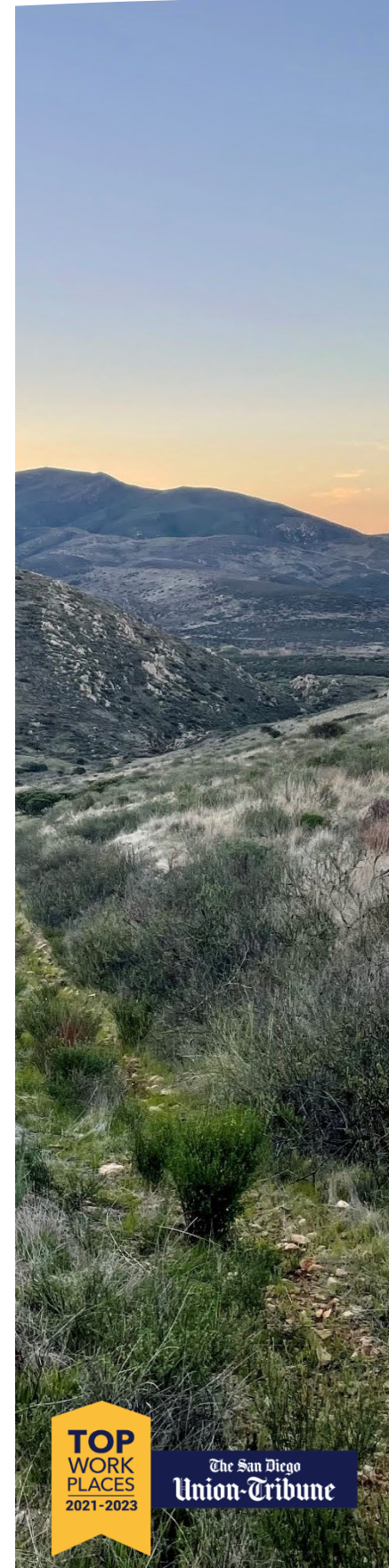
- BA in English, communication, marketing, or related field.
- 2-plus years of experience in proposal writing.
- Strong attention to detail.
- Ability to adhere to client-based instructions and guidelines.
- Excellent organization and communication skills.
- Solid background in Microsoft Word, Adobe Acrobat, and Excel.
- Ability to manage priorities, meet deadlines, and multitask as well as be able to work in a team environment.
- Ability to work on tight deadlines.

Salary Range: \$30.00–\$40.00, hourly position. DOE

RECON is an EOE/Minority/Female/Disability/Vets employer.

RECON is an employee-owned firm providing employees with a vested interest in the firm's success through our Employee Stock Ownership Plan (ESOP). In addition to the ESOP, RECON offers a competitive compensation and benefits package that includes paid time off, holidays, sick leave, medical and dental coverage (HMO and PPO), life insurance, long-term disability, flexible spending accounts, a 401(k) profit sharing plan, and a casual and friendly work environment.

Please submit cover letter with resume and salary requirements to:
Martha Aranibar, Human Resources Manager
ads@reconenvironmental.com



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