

ABNA Proposal Writer / Marketing Assistant - Chicago

We are seeking a highly motivated **Proposal Writer / Marketing Assistant** for our [Chicago, Illinois](#) office to join the ABNA family!

The ideal candidate has excellent writing skills and will directly support the retention, acquisition, growth and expansion of business through the creation of competitive, persuasive and winning proposals, as well as develop marketing materials necessary for business development by successfully executing the following:

- Reviews the RFP / RFQ for proposal production/documentation guidelines; leads the physical production, publication, and delivery of the proposal and related products
- Assists as needed in developing/maintaining proposal schedule, plans, outlines, templates, and mockups
- Write and edit copy for lead generation, presentations, speeches, news articles, and other corporate publications
- Collaborate with project managers and staff to write project descriptions that showcase company experience
- Assists in establishing, maintaining, and providing accessibility to proposal resources including past performance, resumes, prior proposal database, and other boilerplate information including: corporate overview, core competencies, program management plan, contract/sub-contract management plan, quality assurance plan, retention plan, etc.
- Prepares creation of covers, spines and graphics
- Maintain white paper editorials on key projects and company initiatives
- Achieve 100% on-time submission rate for RFPs, RFQs and RFIs
- Compose and prepare responses to correspondence and other inquiries as appropriate
- Client Follow-up
- Support of Branding
- Assist with schedule/registration/logistics for Networking Events and Programs
- Compile and organize Marketing Data
- Maintain Cosential CRM Database
- Utilize Cosential to manage client relationships and develop target lists for marketing and sales campaigns
- Perform General office duties
- Data collection and reporting; win-loss assessment and opportunity debriefing
- Market Research

Requirements:

- Bachelor's Degree (English, Communications, Journalism or Marketing preferred)
- Some engineering exposure a plus
- Familiarity with Indesign, X-cel, Word, Adobe, Prezi, PowerPoint, Cosential
- Ability to handle confidential company and personnel information with high degree of discretion
- Excellent oral and written communication skills, professional demeanor and commitment to customer service
- Ability to multi-task, demonstrated ability handle a variety of projects with competing priority
- Willingness to work evenings, weekends or travel as needed to support business pursuits
- Physical demands include standing, walking or sitting for extended periods of time, bending or stooping as well as the ability to see, hear and speak.

Location: [St. Louis, Missouri and Chicago, Illinois](#)

Salary Range: \$35,000 - \$50,000 (Competitive & Commensurate with Experience)

Opportunity to participate in 401k, medical, and other benefits after standard eligibility requirements are met.

Submission Requirements:

- Email resume to jobs@abnacorp.com for immediate and confidential consideration.
- Applicants only. Recruiters – please do not contact this employer.
- Please do not contact employer about other services, products, or commercial interests.
- No phone calls about this job.
- Qualified candidates will be contacted for interview.