

# Chaloner Associates

## Proposal Writer VHB/Vanasse Hangen Brustlin, Inc.

Chaloner Associates is recruiting Proposal Writers for VHB/Vanasse Hangen Brustlin, Inc., a leading civil engineering firm. VHB provides integrated transportation, land development and environmental services to public, private and institutional clients. With over 700 employees throughout the Northeast, Mid-Atlantic, and Southeast, VHB has consistently been recognized as one of the best civil engineering firms to work for in the US.

Reporting to the Proposal Manager, the Proposal Writer will join VHB's Marketing Communications team. The department includes an in-house design team, in-house print company, and up-to-date IT infrastructure.

VHB is looking for an experienced, "hit-the-road running" proposal specialist. The ideal candidate will have experience managing proposals from start to finish. Working primarily with internal transportation, land development and environmental experts, you will identify and track opportunities, develop and produce proposals and presentations, and support business development activities directly and indirectly. Collaboration is a primary focus at VHB, and the ideal candidate will be a natural collaborator across offices and geographies.

### Key responsibilities:

- Organize, lead, manage, and produce proposals to federal, state, county, and municipal clients
- Write/edit proposal volumes/sections
- Ensure proposal compliance and quality
- Develop materials for presentations; may coordinate and attend rehearsals
- Coordinate with project managers, subject matter experts, and sub-consultants
- Provide input to prime consultants, as needed
- Ensure that proposal files are properly archived

### Requirements:

- Three or more years of experience writing and managing large complex engineering or architectural proposals.
- Ideally, experience in the transportation, land development or environmental industry
- Capable of "hitting the ground running" and excels at motivating a diverse group of people
- Bachelor's degree
- Experience responding to all types of requests, including RFPs, RFQs, BAAs, SF330s, and SF 254/255s
- Advanced skills in MS Office Suite
- Excellent verbal and written communications skills
- Strong organizational and collaboration skills
- Ability to manage and produce multiple concurrent proposals and meet deadlines

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