

# Proposal Writer

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## What is Bridgeable?

We are an award-winning strategic design firm whose mission is to bridge the gap between what organizations know and what they do, delivering shared value to our clients and their customers. We strive to increase our profile as service design leaders in order to have the greatest social impact possible.

Bridgeable is a multi-disciplinary team — people who, in a different context, might be known as designers, scientists, futurists or strategy consultants. But at the end of the day, we are all translators. We translate knowledge into action, insight into strategy, and strategy into tactics.

## What are we looking for?

Our team is currently seeking a **Proposal Writer** to work on a contractual basis who will create the material that our pitch teams need in their client interactions. This could lead to a full-time permanent role.

You'll be brought in to work with senior members of our team on their client pitches, ensuring that their strategy and vision is brought to life. This may take the form of PowerPoint presentation decks or long-form documents in Word or InDesign. We're looking for someone who has top-notch communication skills and an ability to create proposals that resonate with executive stakeholders.

Some of the tasks involved are:

- Navigating (and organizing as necessary) our pitch library or other outside sources to find pre-written content that is appropriate to the client
- Maintaining and communicating a work plan to complete the required material within the time requirements
- Coordinating proposal activity and proposal task sequencing with senior team leads and business development team
- Creating new material when needed
- Assembling this material into concise, compelling pitch decks in PowerPoint
- Writing long-form proposals in Word or InDesign
- Implementing feedback from other team members
- Updating our pitch library with the material you create
- Act as resource to Business Development teams by reviewing and/or editing material before submission to clients
- Develop effective methods of presenting and organizing information using appropriate graphic/visual design, tables, charts etc., to create compelling pitch decks

## What are the Key Qualifications?

You have:

- Experience writing RFPs
- Familiarity with writing for healthcare, pharma and/or finance audiences
- A strong client orientation

You are:

- Detail oriented with strong organizational skills
- Highly proficient in the English language
- Accustomed to working to deadlines and comfortable with the pressure that may be associated with proposal production

You love:

- Periodic, high-intensity work
- Working with smart people who are experts in their field
- A dynamic, exuberant work environment

## Why work at Bridgeable?

### **Great Work Culture:**

We understand that you spend a lot of time at work and we invest a lot into making that time enjoyable and energizing. We have created a great space to enable you to comfortably focus your creative energy on your work.

We have built a great team that values initiative, integrity, empathy, adaptability, and transparency, that thrives on working collaboratively to deliver impactful solutions. Our Employee Experience team is dedicated to creating enriching activities, like mindfulness meditation, improv, and summer camp - to relax, invigorate and strengthen the Bridgeable team.

Our entrepreneurial environment gives you freedom to drive your success in this position. We offer you the opportunity to work on groundbreaking initiatives with some of the most innovative organizations in the world. We are constantly investing in ways to improve the impact of design.

As a diverse and growing organization, we value your growth and offer you the space, resources and autonomy to take your career to the next level. Along with providing an incredible amount of on-the-job learning we invest in personal and professional development opportunities. We know that if you are learning, we are learning!

### **Great Benefits:**

In addition to the opportunity to participate in impactful work with a passionate team, we also offer a competitive compensation package and share our success across the team. Our benefits package will have your health and dental needs covered and we provide all of our employees with an optional fitness membership.

We are located in the Liberty Village neighbourhood of downtown Toronto, a vibrant centre for professionals in media, tech and design.

If you are as excited about this opportunity as we are, then we look forward to hearing from you! Apply with cover letter, resume, and portfolio of past work to [careers@bridgeable.com](mailto:careers@bridgeable.com).

We thank all applicants for their interest; however, we will only contact those we feel qualify.