

**Location:**

Winnipeg Capital Region, St. Andrews Airport district

# Proposal Specialist

We are seeking a Proposal Specialist – RFP & RFx to support and strengthen our business development efforts. This role is focused on developing high-quality, compliant RFP, RFx, and SOQ responses that clearly communicate technical expertise, client value, and differentiators.

Proposal work at DGH is deadline-driven and can be high-pressure during active submissions. Between pursuits, the role shifts to improving proposal systems, supporting other business initiatives, and strengthening our long-term readiness. Working closely with marketing, technical staff, and leadership, you will translate technical input into clear, evaluator-friendly proposal content.

## WHAT YOU'LL Do

- Write, edit, and coordinate RFP, RFx, and SOQ responses, including technical narratives, project descriptions, and team qualifications
- Translate input from technical staff into clear, persuasive, and compliant proposal content
- Manage your proposal schedules and ensure full compliance with client requirements, evaluation criteria, and submission instructions
- Support development of win themes, value propositions, and differentiators for each pursuit
- During non-submission periods, focus on proposal readiness activities, including:
  - Updating and refining templates and boilerplate content
  - Improving the proposal library and knowledge capture
  - Supporting capability statements, resumes, and project descriptions
  - Assisting with other business development or marketing initiatives as needed
- Apply and protect our brand consistency across proposal materials

## WHAT YOU BRING

- Post-secondary education in communications, marketing, journalism, English, business, or a related field, or equivalent professional experience
- Proven ability to manage competing deadlines and perform effectively in high-pressure submission environments
- High level of proficiency in written English, including grammar, structure, and tone
- Ability to work independently while collaborating closely with cross-functional teams
- Must possess a valid driver's license for a passenger vehicle

## WHY WOULD YOU WANT TO WORK AT DGH?

- Impactful work: your writing helps us win projects and grow
- Competitive compensation package
- Robust health benefits - Health Care Spending Account for flexible coverage tailored to your individual needs
- Employer-supported retirement savings plan
- Opportunities for professional growth and career development

## HOW TO APPLY

In PDF format, send your resume, writing samples, and a short note about why you're a fit to [hr@dghengineering.com](mailto:hr@dghengineering.com)  
Subject: **Business Content Writer – Your Name**