



JOB TITLE: Proposal Development Manager
DEPARTMENT: Sales
REPORTS TO: Nathan Boyd
LOCATION: Central West End in St Louis, MO
SCHEDULE: 40 hours per week

ABOUT GLOBAL EVENTO:

Global Evento is the leading luxury corporate gifting agency. We specialize in finding and distributing highly desirable products and experiences for organizations' important clients, employees and customers.

Our differentiator is that we are hospitality people *first*, that have access to corporate luxury gifts. With our prior employment backgrounds with The Ritz-Carlton, St. Regis and Maritz Global Events, to name a few, we bring a high-touch service culture to the gifting world. We want to curate the perfect gifting solution for every client.

MISSION: Provide our customers with unmatched service, creativity and value through corporate gifting and gift experiences both onsite and virtually.

PROPOSAL DEVELOPMENT MANAGER

The role of the Proposal Development Manager is to support the sales team during the sales process by creating strong innovative proposals and managing updates through the time of sale. The proposal development manager will attend client calls to capture clients needs and provide creative ideas to include in proposals.

JOB DESCRIPTION

- Enter new opportunities in Hubspot CRM tool, update existing opportunities
- Create innovative and appealing proposals
- Research luxury brands and trending products & experiences which could apply to a variety of clients.
- Manage proposal status' and provide updates to the sales team and clients
- Organize and maintain sales proposals and pricing

QUALIFICATIONS

- Proven ability in planning, producing, and delivering compliant proposals within a complex business environment
- Excellent computer skills, knowledge of Google Suite products preferred & ability to learn new technology quickly.
- Prior experience with a MAC and full Adobe Illustrator Suite Preferred
- Prior graphic design and creative experience required
- Strong time management / prioritisation skills
- Strong written English language skills
- Prior successful experience in proposal/creative work
- Prior successful experience in developing and maintaining key client relationships
- Professional oral presentation and writing skills required



- Coordinate, review, edit proposal input from a variety of stakeholders
- Excited to work daily at our headquarters in the Central West End (Ability to work remotely after six months with the company)

CORE RESPONSIBILITIES

- Delivery of compliant, professionally produced proposals within customer defined timeframes.
- Coordinate and review / edit proposal input from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery.
- Communicate and influence at a senior level.
- Ability to coach sales teams in persuasive writing and proposal best practice.
- Proposal automation software (or similar) experience.
- Document template management in line with company branding.

SUCCESSFUL CHARACTERISTICS

- Highly Organized, Self Motivated, and Customer Service Oriented
- Creative individual who succeeds in a rapid pace environment and is detail oriented.
- Desire to take Ownership
- Wants to be a part of a highly motivated, growing company
- Willing to pitch-in for tasks and jobs not directly "part of the job description"
- Motivated to learn, advance and mentor

APPLICATION PROCESS

Interested candidates should submit a resume and any other relevant materials, to Karla Gonzalez-Kuehler at Careers@GlobalEvento.com.