



Proposal Manager

Employment Type: Full-Time

Benefits Offered: Medical, Retirement, PTO

Compensation: \$60,000 to \$75,000 per year

Why Work Here?

We are proud of our work. We all work together to achieve our goals set in a team environment, and strive to exceed client expectations

John Canning & Co. is a specialty contractor with a focus on the restoration, conservation, and design of interior finishes and substrates of historic landmark buildings and structures. Project sectors include civic buildings, theater and entertainment venues, museums, sacred spaces, commercial, and high-end residential properties.

John Canning & Co. is seeking a full-time Proposal Manager capable of leading, preparing, and executing proposals, competitive bids, and qualification packages.

The person in this position shall be capable of developing accurate, timely packages to price competitive bids and proposals, and review with senior leadership.

The person in this position should have an intimate knowledge and experience in reviewing specifications, seeking out vendor pricing, and communicating with subcontractors, as required.

The person in this position shall be proficient and accurate in producing proposal deliverables, including the planning, layout, drafting, and editing of proposals and qualifications for Request for Proposals and Request for Qualifications.

Essential Duties include:

- Reviewing, interpreting, and analyzing construction project requirements and technical specifications.
- Conceptualizing the construction project cycle and taking schedule, logistics, and other factors that contribute to productivity loss. Then apply these factors to the pricing.
- Communications, articulate verbally and orally as well as through emails to customers (owners, CM, GC, etc.) through the entire process.
- Responsible for all components and requirements of the process of the construction bidding/proposal program (RFIs, walkthroughs, clarifications, etc.)
- Inputting new and revised data into the estimating database.
- Assisting in developing the initial project plan and project execution schedule.
- Preparing detailed, comprehensive subcontractor and vendor work scopes.
- Soliciting, analyzing, and comparing subcontractor and vendor quotations. Liaise with subcontractors and vendors for clarification of issues and scope.





- Performing research for means and methods, materials, costs, and construction techniques and services.
- Ability to use industry-specific Customer Relationship Management (CRM).
- Prepare and produce qualification packages, marketing materials, work plans, preliminary schedules, and/or any additional information requested to meet bid/proposal/owner requirements.
- Fully develops proposal layouts with incorporation and adherence to style guides and branding.
- Fully develops graphics to support the written material.
- Proofreading, editing, and standardizing of proposal content.
- Provide overall quality assurance of proposal response/process; ensure John Canning & Co.'s branding, style guides, and best practices are adhered to.
- Lead/assist with interview/presentation preparation and create supporting documents (presentations, boards, hand-outs, etc.).

Requirements & Skills:

- Bachelor's Degree in a related field or an equivalent amount of field experience in the applicable trade with the demonstration of computer, computational, and writing skills.
- 3+ years of proposal writing experience
- Very familiar with Construction Documents
- Highly organized; establishes priorities and a course of action for handling multiple tasks.
- Must know construction methods, systems, equipment, and building materials
- Must possess strong communication and interpersonal skills – oral and written
- Must have strong math skills, including algebra and geometry
- Requires the ability to read, analyze, and interpret business correspondence
- Requires the ability to write comprehensive business correspondence
- Requires the ability to read and interpret technical specifications, contracts, and other typical documents associated with the estimating of construction projects.
- Work well under pressure to meet tight deadlines and demands.
- Must be proficient in the use of MS Office, including skills in Microsoft Excel, Word, and e-mail
- Must be proficient in Adobe Acrobat.
- Experience with the Adobe Suite is a plus.
- Fluency in English (written & spoken).





Benefits:

- 401(k): Employer contributes 3% of Gross Earnings, + Safe Harbor Program that allows Owner additional contributions. Enrollment begins after one year of employment
- Health Insurance: Oxford United Healthcare, 50- 50 match for employee
- Paid Time Off: Holidays: 8
- Personal: 10 per annum - prorated with start date
- Sick Days: 5 per annum - prorated with start date
- Employer-approved Discretionary Days
- Bonuses: Employer Discretionary

Typical Work Schedule:

- Day shift: typical start 8 am – 5 pm
- Monday to Friday

Work Location:

- One location (Cheshire, CT)

Salary:

- Commensurate with experience and education

About John Canning & Co., Ltd.:

We are the national leader in the preservation and restoration of historic building finishes. We have worked at the White House, the US Capitol Building, Radio City Music Hall, St. Patrick's Cathedral in NYC, numerous state capitols, Courthouses, churches, museums, and other National Landmark buildings. Candidates can go to our websites to learn more about our firm: www.JohnCanningCo.com & www.CanningLiturgicalArts.com

To apply: email your resume to yvette@johncanningco.com

