

## PROPOSAL MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

DEPARTMENT OR TEAM:

EVENT MANAGEMENT

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### Why Apply?

Are you an experienced proposal/bid writer with a background in the events sector?

### The Role

We are recruiting for an experienced Proposal Manager within our Events Management team to provide creative proposals through research, supplier negotiation, awareness of the marketplace and industry trends and careful interpretation of the brief. The Proposal Manager will lead, support, and collaborate with the new business team on new business and existing client pitch opportunities.

### About the role:

- Developing client briefs as outlined by the Sales Lead and Head of Sales and Marketing for new business opportunities.
- Collaborating and supporting the events team on existing event opportunities and preparing creative and logistics event proposals and client presentations within tight timeframes
- Analysis and debate at initial brainstorm to ascertain commercial viability of proposal and agree next best steps with various teams.
- Venue sourcing across the UK and internationally.
- Researching and proposing new and exciting destinations.

### The successful candidate will have the following responsibilities;

- You will have experience in event management as a Project/Account Manager or Proposal/Bid Writer
- Subject matter experience – innovation, creative ideation, digital, technology and production, destinations, and event management.
- Creating innovative solutions, programme design & proposals to exceed the clients' brief and expectations and meet the project objectives and budget.
- Strong background in creative writing, detailed budget creation with commercial awareness, attention to detail and strong presentation skills.
- Solid PPT skills, using a master deck to create presentations and excel to create budgets.
- An extensive knowledge of global venues and destinations.
- Good verbal communication skills and ability to negotiate, able to multitask and work to tight deadlines.

If this sounds like the role for you, please contact [recruitment@eu.biworldwide.com](mailto:recruitment@eu.biworldwide.com) for more information.