

PURPLEgator

Department: Business Development

Job Title: Government & Sales Proposal Writer

Company Overview:

Purplegator is a dynamic and innovative marketing agency located in suburban Philadelphia, but with numerous remote work from home employees. At Purplegator, we pride ourselves on fostering a collaborative and results-driven work environment that encourages creativity and employee growth. We are seeking a highly motivated and skilled Proposal Writer to join our team to help drive our continued growth and success.

Position Summary:

As Government & Sales Proposal Writer at Purplegator, you will be responsible for creating proposal responses in an effort to earn federal, state, and local government work.

The ideal candidate possesses a blend of creative thinking, analytical skills, and a proven track record in creating and executing successful government grants and/or proposals. A background in marketing and advertising is an added advantage. **Excellent writing skills devoid of typos and grammatical errors is an absolute must.**

Full time and part time will be considered. Remote work from home is welcome.

Key Responsibilities:

Government RFP Management:

- Review government proposals that are available for bid on a national, state, regional, and local level.
- Research and create the government proposals to be submitted to the various entities.

Sales Proposal Management:

- Maintain the templates used for sales proposals.

- Set up the initial templates for sales proposals as requested by the sales department.
- Participate in sales strategy sessions and production strategy meetings.

Additional Jobs:

- Be the direct liaison to the business that provides promotional products for government grants to Purplegator.
- As with any small business, all employees will be needed to backup others and perform additional duties not in the job description, including, but not limited to, client strategy and quality control.

Qualifications:

- Bachelor's degree in Marketing, Business, or a related field. Master's degree is a plus.
- Proven experience (1+ year) in a proposal or government grant writing role.
- Strong understanding of current marketing trends and best practices.
- Demonstrated ability to develop and execute successful marketing strategies.
- Proficiency in digital marketing tools and analytics platforms
- Understanding of marketing agency business
- Excellent leadership, communication, and interpersonal skills..
- Attitude is everything.

Benefits:

- Salary commensurate with experience.
- Bonus for meeting government and promotional products sales goals.
- Company end of year bonus.
- Home office stipend
- Profit sharing
- 401(k) retirement plan with matching contributions
- Health care
- 100% company paid long term disability plan
- Holidays off
- Sick days
- Paid Time Off
- Unlimited PTO after three years of service.
- Work from home.
- Professional development opportunities.

All bonuses are based on personal and company performance.

Purplegator reserves the right to change any compensation and benefits with notice.

Application Process:

If you are a strategic thinker and hard worker with a passion for marketing and a track record of driving results, we invite you to apply for this exciting opportunity to contribute to the success of Purplegator. Join us in shaping the future of Purplegator marketing agency and making a positive impact on our customers and communities.

To apply, send your resume to Bob Bentz, president of Purplegator, at bob@purplegator.com.