

Proposal Writer

Phone :
Web :



Job Summary

Vacancy :

Deadline : Aug 16, 2024

Published : Jul 16, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Meet Benevity

Benevity is the way the world does good, providing companies (and their employees) with technology to take social action on the issues they care about. Through giving, volunteering, grantmaking, employee resource groups and micro-actions, we help most of the Fortune 100 brands build better cultures and use their power for good. We're also one of the first B Corporations in Canada, meaning we're as committed to purpose as we are to profits. We have people working all over the world, including Canada, Spain, Switzerland, the United Kingdom, the United States and more!

At Benevity, we are dedicated to our mission and making a positive impact. As a Proposal Writer, you will be vital in managing and submitting RFX documents, leveraging your skills in writing and project management. Your knowledge of our products and services will drive the successful completion of proposals

What you'll do:

- **RFX Management:** Lead the completion and submission of RFX documents, coordinating all elements of the Benevity bid, including stakeholder engagements, deliverables, and writing various components of RFX submissions.
- **Stakeholder Coordination:** Collaborate with internal teams such as Client Success, Marketing, Product Management, Finance, Legal, and Sales to align priorities and manage timelines.
- **Content Development:** Enhance our answer library by working with subject matter experts across the organization.
- **Sales Support:** Support the sales team by attending demonstrations, answering follow-up questions, and creating necessary collateral.
- **RFX Library Maintenance:** Regularly update and maintain our RFX library (Loopio) and Solution Summary documents.
- **Ongoing Training:** Stay informed about Benevity products and services through continuous training and enablement sessions.
- **Best Practices:** Keep abreast of industry best practices and participate in ongoing writing and proposal training sessions.

What you'll bring:

- Proven experience in writing and managing RFX documents.
- Strong project management skills, able to handle multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Familiarity with procurement processes and systems.
- Ability to work collaboratively with diverse stakeholders.
- Detail-oriented with strong organizational skills.
- Experience with Loopio or similar RFX management tools is a plus.

Discover your purpose at work

We're not employees, we're Benevity-ites. From all locations, backgrounds and walks of life, who deserve more ... Innovative work. Growth opportunities. Caring co-workers. And a chance to do work that fills us with a sense of purpose.

If the idea of working on tech that helps people do good in the world lights you up ... If you want a career where you're valued for who you are and challenged to see who you can become ...

It's time to join Benevity. We're so excited to meet you.

Where we work

At Benevity, we have developed a Community First approach that we design our people's experience around with goals to build a strong community and culture, achieve stellar execution of our business goals and social mandate, and ensure Benevity-ites thrive. For those who live within a reasonable commuting distance to an office, we can split our time working in the office and from home to optimize the opportunities of both, with the requirement that we spend at least 50% of the time in the office.

Join a company where DEIB isn't a buzzword

Diversity, equity, inclusion and belonging are part of Benevity's DNA. You'll see the impact of our massive investment in DEIB daily — from our well-supported employee resources groups to the exceptional diversity on our leadership and tech teams.

We know that diverse backgrounds, experiences, skills and passions are what move our business and our people forward, so we're committed to creating a culture of belonging with equal opportunities for everyone to shine.

That starts with a fair and accessible hiring process. If you want to feel seen, heard and celebrated, you belong at Benevity.

Candidates with disabilities who may require accommodations throughout the hiring or assessment process are encouraged to reach out to accommodations@benevity.com.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
