



## SENIOR PROPOSAL WRITER / MARKETING SPECIALIST (A/E/C Industry)

Sevee & Maher Engineers, Inc. (SME) has a new position for a full-time **Senior Proposal Writer/Marketing Specialist** based at our headquarters in **Cumberland, Maine**.

### Position Summary

This is an exceptional opportunity for an experienced professional to transition into leading SME's marketing, communications, and business development efforts in close collaboration with the company's owner-manager team and marketing staff. As a **Senior Proposal Writer/Marketing Specialist**, your work will be integral to SME's success.

### Your Impact

The **Senior Proposal Writer/Marketing Specialist** will bring diverse B2B marketing and business development experience and expertise, preferably in the A/E/C industry. The ideal candidate will have proven, hands-on writing and production skills and enjoy strategizing creative and interesting ways to build the SME brand in alignment with our organization's strategic and operational priorities.

An organized and results-oriented self-starter, the **Senior Proposal Writer/Marketing Specialist** is also a team player with an enthusiasm for "all things SME" who fits our friendly culture and positive work environment. Because you will work closely with SME staff, clients, vendors, and the public, your strong interpersonal, writing, and verbal skills will be important.

### Responsibilities

Responsibilities include, but are not limited to:

- Conduct market research to identify and qualify opportunity leads;
- Craft tailor-made technical proposals and qualifications packages in response to RFPs/RFQs. This entails reviewing and assessing RFP/RFQ requirements, drafting content, and working in partnership with team leaders to provide input on scope and fee elements.
- Develop, write, and edit compelling collateral materials, including project summaries, cutsheets, brochures, resumes, presentations, press releases, newsletters, ads, and other written pieces;
- Design and layout materials, using MS Office and Adobe Creative Suite, photography, graphics, and other tools as needed;
- Provide QA/QC of materials prepared by you and others to ensure high-quality, on-time deliverables;
- Coordinate in-house communications, such as the employee newsletter and Lunch & Learn series;
- Collect, enter, maintain, and analyze data using our CRM platform (Unanet) and other tools; and
- Coordinate special projects and provide other support as needed.

### Required Skills and Qualifications

- Bachelor's or master's degree in marketing, communications, business, or related field;
- Minimum 5+ years of experience in B2B marketing and business development, preferably in an A/E/C or other consulting environment;
- Excellent writing, editing, communication, desktop publishing, and research skills;
- Ability to multitask, prioritize, and manage time effectively to meet deadlines;
- An eye for detail, document aesthetics, and style; and
- Proficiency in MS Office (Word, Excel, PowerPoint), Adobe InDesign, and photography/graphics.

### Compensation and Benefits

SME offers an excellent compensation and benefits package that includes:

- 100% company paid Medical, Life, and Long-Term and Short-Term Disability insurance;
- Annual HSA contributions;
- Paid vacation and sick time with 9 paid holidays per year;
- 401k plan with generous matching contribution; profit sharing; and a non-discretionary 3% of gross pay contribution; and
- Performance-based year-end bonuses.

### Working at SME

Founded in 1985, SME is an accomplished team of more than 95 experienced and talented professionals providing civil and environmental engineering and consulting, comprehensive design, construction management and oversight, permitting, and testing services for commercial, industrial, governmental, and residential clients throughout the United States. SME combines strong technical expertise with innovative technologies to provide cutting-edge solutions to our clients' 21st-century challenges.

At the heart of SME is our friendly and down to earth culture. SME is large enough to offer a full range of services but small enough that everyone on our team makes a difference. There is room to choose your own path and pursue your passions, and each person is recognized for their contribution to our collective success. Joining SME means becoming part of a group of dedicated professionals who enjoy doing meaningful work together.

Along with a collaborative work environment, SME offers:

- Work-life balance;
- Professional development and growth opportunities ;
- Intraoffice groups including hiking, hockey, and running ;
- Community involvement such as volunteer days and an SME sponsored road race team; and
- Fall golf outing, regular social events, and more.

### Location

SME is based in Cumberland, Maine, just north of Portland. Perfect for a balance of work and play, we are only minutes from ocean beaches, lakes, rivers, and mountains where you can conveniently access outstanding outdoor activities. If city life is more your style, the Portland area offers fantastic shopping and dining options as well as a vibrant arts and entertainment scene.

### Let's Connect!

If this position sounds like a good fit for you, **please submit your resume and cover letter as a single PDF or Word document to: [smeresumes@sme-engineers.com](mailto:smeresumes@sme-engineers.com).**

For more information about SME, visit [sme-engineers.com](http://sme-engineers.com). No telephone calls, please.

*SME is an Equal Opportunity Employer committed to fairness in all our employment practices. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.*