

Senior Proposal Coordinator

Division: Energy Consulting and Technical Services

Lime Energy seeks a Senior Proposal Coordinator for its Huntersville, North Carolina office. Required proficiencies include superior written and oral communication skills, project management, technical knowledge and sales and marketing acumen.

Coordinates Lime Energy's new business proposals including helping supervise internal teams in meeting deadlines and ensuring input meets Lime Energy's quality standards. Responsibilities include monitoring potential opportunities (RFP listings); helps maintain Lime Energy's lead/RFP tracker; collecting preliminary documentation, etc. Serves as the primary coordinator on proposal team ensuring all aspects of proposal development are well-coordinated and of high-quality.

Responsibilities include:

- ✓ Assists in writing technical and scope of work elements
- ✓ Following up with proposal contributors throughout process to ensure deadlines are met and filling in or identifying additional resources where needed.
- ✓ Ensuring a full review process is undertaken for each proposal to which s/he is assigned as the coordinator.
- ✓ Review proposal for compliance check, ensuring that all RFP requirements of each solicitation are fully satisfied.
- ✓ Overseeing the production and submission of the final proposal.

Qualifications:

- ✓ Bachelor's degree in communications, marketing or related disciplines. Energy market knowledge a plus.
- ✓ 5 - 6 years of proposal writing experience or other relevant experience.
- ✓ Excellent communicator, writer, editor, leader, and strategist.
- ✓ Team-oriented with a proven ability to manage multiple projects.
- ✓ Demonstrated initiative and problem-solving ability.
- ✓ Attention to detail and exceptional follow-up skills.
- ✓ Proficiency in Microsoft Word, Excel, PowerPoint, Visio, Project.