



Cinnamon Toast: RFP Writer Job Description

The RFP Writer supports and collaborates with our internal team during the delivery (and creation of) strategic, eloquent, and persuasive written proposals. They are responsible for ensuring proposals are consistent, detail-oriented, and factual. The RFP Writer works closely with our design department to ensure proposals are structured, professional, and error-free.

You Are:

- **Collaborative:** You are a team player who exudes confidence and readily offers and accepts mentorship and feedback.
- **Communicative:** You can readily assemble, organize, and put forth ideas and critical information, and can articulate challenges in a respectful and forward-thinking manner.
- **Strategic:** You understand our clients' unique challenges – especially those that are unsaid – and can develop a logical roadmap or plan of attack to address them.
- **Motivated:** You are able to operate with minimal supervision and always put your best effort forward. You thrive while working under pressure and feel confident delivering on tight deadlines.
- **Analytical:** You are able to think 'big picture' and write creative solutions to the challenges outlined.

Primary Responsibilities

- Researching, writing, and organizing information in a professional manner;
- Editing and revising proposals according to feedback;
- Maintaining consistency in proposal writing by following company policies;
- Presenting proposals in a clear, creative, and professional manner;
- Identifying and evaluating potential RFP's that are best suited for our organization;
- Interpreting client assets and becoming familiar with client products/services, target audiences, and competitor activities;
- Providing strategic value and creative insights;
- Collaborating with graphic designers and provide thorough QC

**Qualifications**

- Demonstrated ability to write logical, creative, and organized content

Nice to Haves

- 3+ Years Work Experience
- French is not required but would be considered a bonus