

# Proposal Writer/Coordinator at AppGeo

AppGeo is looking for a **proposal writer/coordinator** to work closely with our services and sales teams to produce winning proposals. In this role, you will lead the process of RFP review and proposal development.

Headquartered in downtown Boston, MA, **Applied Geographics, Inc. (AppGeo, [www.appgeo.com](http://www.appgeo.com))** is a leader in high quality GIS and geospatial consulting services, solutions and products. We work nationwide, maintain a staff in locations across the US, and apply our GIS skills on a wide variety of topics, from transportation and mobility to public health and safety, to environment and natural resources, to GIS/IT. Our teams promote innovative thinking, provide insights to challenging problems, and deliver valuable support to our clients.

We're committed to a supportive and fulfilling work environment, where employees can achieve professional growth and success. This includes creating and maintaining a workplace culture that is free of harassment, intimidation, bias, and unlawful discrimination.

The Proposal Coordinator role is a great opportunity for an experienced proposal coordinator and writer. You'll lead, manage and help improve upon an established proposal program. You will be part of a high-energy, collaborative environment under the leadership of an experienced marketing team, and part of a tight knit, high energy and collegial company.

**If you've been involved with RFP review and proposal writing, and enjoy the deadline driven and collaborative nature of that work, then this job is for you.**

The kinds of tasks you will immerse yourself in this position include: reviewing RFPs for relevance to AppGeo, preparing proposal outlines and basic content for the response, collaborating with our sales and services teams to formulate and submit questions, prepare content and meet proposal deadlines, make sure the final proposal is complete and submitted on time, and maintain AppGeo proposal content, such as resumes and project descriptions.

**We are looking for someone who likes to write/edit, collaborate with others, and who pays attention to details.**

This is not an entry-level position. We are looking for someone with the confidence that comes from experience reading and responding to RFPs, and helping coordinate the effort. Familiarity with our field of GIS or IT is a plus, but your proposal development and organizational skills are the key.

**The salary will be commensurate with experience, and the benefits are many.**

In addition to our great downtown Boston location or remote work options, and flexible work hours, we offer many benefits, including: 401K plan with company match, medical and dental insurance plans, paid time off, subsidized public transportation, and reimbursement opportunities for continued professional development.

We hope you will consider joining a collaborative, hard working, fun and welcoming team that is dedicated to doing great work and creating shared value with its customers, a process that starts with the crafting of great proposals.

**All you need to do to apply is submit a cover letter and resume.**

Submit a cover letter that speaks to how your experiences have prepared you for this role, include your salary expectations, US citizenship status, and attach a résumé. Please submit materials to [proposalcoordinator@appgeo.com](mailto:proposalcoordinator@appgeo.com).

Working from home is an acceptable option, but preference will be given to applicants that can commute to our Austin, TX or Boston, MA offices.

We are looking for an immediate hire so applications will be accepted on a rolling basis until the position is filled. No phone calls and no recruiters please.

AppGeo is an Equal Opportunity Employer - we are committed to a diverse, productive and welcoming workplace, and to supporting our staff with ongoing professional development opportunities.