



Proposal Manager

About Us

Aulick Engineering is a woman-owned small business providing engineering design and construction management services for transportation projects across the Southeast. We deliver high-quality services to airports, DOTs, municipalities, and engineering firms.

At Aulick, we offer our team members the opportunity to grow at their own pace, without being confined to a typical role. Our close-knit team ensures that every member, regardless of role, plays an integral part in all aspects of our work, from project planning and design to implementation and completion. We value hard work, but we also prioritize a healthy work-life balance and a supportive environment where achievements are recognized and rewarded.

We're looking for individuals who are kind, resourceful, respectful, and trustworthy, as these values are at the core of our team. If you share these values and are ready for a rewarding and challenging career, we'd love to have you join us.

Job Description

We are seeking a detail-oriented, strategic, and collaborative Proposal Manager to lead the development and submission of high-quality proposals for engineering projects across the southeast. This role is critical in driving business growth by managing the proposal lifecycle - from opportunity identification to final submission - ensuring alignment with client requirements and company capabilities. The Proposal Manager will also oversee and mentor marketing assistants and coordinators, fostering a team that advances the firm's marketing and growth initiatives.

This position may be based in Atlanta, GA; Cary, NC; or Columbia, SC. Qualified candidates in other locations will also be considered. If you're ready to bring your marketing expertise to a company that values people, purpose, and flexibility, we'd love to hear from you.

Qualifications

- Associates or undergraduate degree in Marketing, English, Journalism, Graphic Design, Education, or a related field; will consider relevant experience in lieu of education
- 7+ years of experience in proposal production and management, preferably in the AEC industry
- Experience supervising or mentoring staff for proposal development
- Strong understanding of engineering services and project delivery methods
- Exceptional writing, editing, and organizational skills
- Proficiency in Microsoft Office Suite and Adobe Creative Suite
- Experience with CRM and proposal management software is a plus
- Graphic design skills for proposal layout and visual storytelling are a plus
- Ability to manage multiple deadlines and work under pressure
- Familiarity with government and private sector procurement processes

Responsibilities

Proposal Development & Management

- Serve as the central point of contact for proposal-related inquiries and updates
- Lead the proposal process for engineering projects, including RFP/RFQ analysis, proposal strategy, content development, and submission



- Implement tools and templates to streamline proposal development
- Facilitate proposal kickoff meetings and manage timelines to ensure on-time delivery
- Coordinate with technical staff, project managers, and subject matter experts to gather and synthesize information
- Develop compelling, compliant, and visually appealing proposals that reflect the firm's strengths and differentiators
- Review and edit proposal content for clarity, consistency, and compliance with client requirements
- Communicate effectively with internal teams and external partners to ensure proposal accuracy and completeness
- Maintain and update a library of boilerplate content, resumes, project descriptions, and graphics
- Analyze proposal outcomes and feedback to continuously improve proposal strategies and processes

Team Leadership & Oversight

- Support the Marketing & BD Team by creating marketing collateral for use at conferences, client engagements, and across social media platforms
- Supervise and mentor marketing staff, providing guidance, training, and performance feedback
- Delegate tasks effectively to ensure timely and accurate completion of proposal components, prequalification documents, and other marketing materials
- Ensure proposals and all marketing materials adhere to company branding standards
- Foster a collaborative and supportive team environment that encourages professional growth

Benefits

- Medical Insurance
- Vision and dental insurance
- Healthcare and dependent care flexible spending accounts (HSA and FSA)
- Employer-paid short-term and long-term disability coverage
- Employer-paid life insurance and AD&D insurance
- 401k program with company match
- Discretionary time off
- Ten (10) paid holidays
- Wellness reimbursement program
- Flexible hours and work-from-home days
- Company-provided equipment, including laptop and cell phone

Equal Opportunity Employer

Aulick Engineering is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, religion, national origin, age, sexual orientation, disability, veteran status, genetic data, or other legally protected status.

Want to Learn More?

If you are interested in learning more about this opportunity, please submit your resume to hr@aulickengineering.com.