



Malatest is one of Canada's largest independently owned and operated research and program evaluation firms. A key element of our business is developing comprehensive proposals in response to government-issued RFPs. Our Victoria head office is seeking a Proposal/Business Development Writer who will prepare proposal responses that demonstrate Malatest's experience, knowledge, and skills. This role will also include developing capability and shortlist presentations, and participate in the development of marketing materials.

Specific responsibilities include the following:

- Adhering to the structural requirements of each RFP and ensuring that all mandatory and rated requirements have been addressed;
- Developing appropriate research and statistical methodologies and budgets to conduct the proposed scopes of work;
- Detailing our corporate experience relative to the proposed scope of work;
- Incorporating input from internal and external resources; and
- Ensuring a high level of quality in all activities.

We anticipate that our ideal candidate will have the following experiences, skills, and attributes:

- Completion of post-secondary education in communications, English, social sciences, marketing, or another area with a strong writing or research focus;
- Strong attention to detail;
- Understanding of research methodologies and/or analytical skills;
- Ability to work under time pressures and adjust or adapt to changing priorities;
- High level of skill in the MS Office suite (particularly Word and Excel);
- A desire to win and improve the company's revenue position; and
- Excellent communication skills.

Staff members are required to adhere to Malatest's privacy, security, confidentiality and quality standards and be legally entitled to work in Canada. For most of our work, staff members must be able to obtain a security clearance with the Industrial Security Directorate Division of Public Works and Government Services Canada.

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**Working Conditions:** The Proposal/Business Development Writer will work to non-negotiable deadlines and may be required to work overtime to meet these deadlines; however, there is some flexibility in office hours. Advanced computer skills are required for writing and gathering information. The successful applicant must be able to self-monitor, constructively handle feedback from clients and reviewers, and strive for continuous improvement. The Proposal/Business Development Writer is an integral part of our company and will be expected to collaborate in business development activities that will increase our client base and secure new research contracts.

The Proposal Writer will have the ability to strategize to identify key strengths and advantages based on an in-depth review of proposal requirements. The position also requires the ability and desire to conduct background research regarding a range of social and economic issues of interest to our public sector clients. While a member of a team, the Proposal Writer will demonstrate an ability to work independently and to be ultimately responsible for the entire submission process of quality proposal products. The Proposal Writer will be expected to write between three to five proposals per month, on average.

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**Posted:** February 9, 2018

**Closing Date:** Until filled

**Location:** Victoria, BC

**Hours of Work:** 40 hours per week; flexibility to work other hours and/or overtime as necessary.

**Rate of Pay:** \$43,000 to \$55,000 annual salary (based on experience), plus revenue-based bonus;

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**How to Apply:** Submit your resume, cover letter and application form to Erin Schowalter, Proposal/Business Development Manager ([RFPresumes@malatest.com](mailto:RFPresumes@malatest.com)) in Word or PDF format. Ensure you quote competition number **RFP18-W** in the subject line of your email and ensure that all attachments include your name as part of the file name. No calls, please.

<b>E-mail: (Word or pdf)</b> <a href="mailto:RFPresumes@malatest.com">RFPresumes@malatest.com</a>	<b>Fax:</b> 1-888-384-2774	<b>By Mail:</b> 858 Pandora Ave Victoria BC V8W 1P4
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While we thank every candidate for applying, please be advised that only shortlisted candidates will be contacted. All applications will be considered for other opportunities where qualifications may be applicable.

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R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant from employment because of physical or mental disability, race, colour, religion, gender, sexual orientation or creed in regard to any position for which the employee or applicant is qualified. We are committed to ensuring employment equity within our workplaces. You are welcome to identify within your application if you belong to one of the four designated equity groups: women, Indigenous peoples, persons with disabilities, and/or members of visible minorities.