

Business Development and Proposal Specialist

We have a dynamic team of marketing professionals who are highly motivated to provide exceptional support to our lawyers and clients. We are currently recruiting for a Business Development and Proposal Specialist to join our team in Calgary.

Position Overview:

Reporting to the Marketing and Business Development Director, the primary focus of this role is to assist with planning, development, and implementation of innovative proposals, research, directory submissions and information packages, and business development initiatives for specific practice groups and geographic regions. The role is ideally suited to a self-starter with strong writing and editing skills and experience in proposal writing and project management in a fast-paced setting, ideally in the professional services sector.

Job Responsibilities:

- Proposals:
 - Champion incoming formal requests for proposals, requests for qualifications, and requests for information
 - Assist regularly in writing, editing, and proofreading proposals
 - Create and maintain a proposals database, including tracking proposal progress
 - Assist lawyers and practice groups with creation of informal proposals and information packages
 - Work with the marketing and business development team on pricing models and structures for proposals
- Business Development:
 - Develop and maintain an understanding of the internal, market, and competitive position through regular research and assess trends to help inform strategic planning
 - Manage practice group awards, directories, league table rankings, including development of submissions and share best practices in the submissions process
 - In conjunction with the Marketing Coordinator role, provide lead generation opportunities to lawyers
 - Assist the Marketing and Business Development Manager with business development priorities including client retention programs
 - Record client and prospect development activities, efforts, and results for practice groups and individual lawyers
 - Assist with internal and external communications and business development needs as required

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Our Ideal Candidate:

- Is a strong team player with a positive work ethic and attitude
- Demonstrates a high level of accuracy and attention to detail
- Has superb writing and editing skills, and is a strong communicator overall
- Demonstrates strong time management and organizational skills
- Has excellent interpersonal, communication, customer service, and relationship building skills in working with individuals or groups
- Is able to work with minimum supervision and comfortable working in a matrix organization
- Demonstrates commitment to privacy, confidentiality, and ethical conduct
- Is able to handle multiple tasks efficiently and work well independently with little supervision
- Is energetic, self-motivated, results-oriented, proactive, highly collaborative, and a team player

Key Qualifications and Education:

- Bachelor's Degree/Diploma in Business, Communications, Marketing, or relevant experience
- Three (3)+ years' experience in proposal writing and business development role, preference for legal marketing or professional services experience

What you will find at McLennan Ross:

- A highly professional environment that is built on a strong culture and spirit of teamwork
- The opportunity to work with a wonderful marketing team, in a mentoring environment
- Proven high quality of service and commitment to our clients and each other

Career Package:

We offer a challenging and progressive work environment together with an excellent and competitive salary/benefits package commensurate with qualifications and experience.

Qualified and talented candidates may submit their resume via email and include a cover letter to include some career highlights that demonstrate a strong fit to our requirements to:

McLennan Ross, Human Resources
600 McLennan Ross Building
12220 Stony Plain Road NW Edmonton, AB T5N 3Y4
E-mail: HR@mross.com

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About McLennan Ross:

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

Our Values:

1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at mross.com.