



Marketing and Proposal Manager

Energy Solutions was founded in 1995 to address climate change and sustainability issues through energy efficiency and renewable energy sources. As one of the leading consulting firms in our field, we specialize in energy efficiency program and project design, implementation, and marketing, as well as solar and other renewable energy system feasibility studies, project development and financing and water conservation programs. In our 15 years, we have built a solid reputation for quality services that routinely exceed our utility, governmental and private sector clients' expectations.

Energy Solutions currently has 60+ employees and is expanding its client base as well as developing new services. We are currently seeking a full time Marketing and Proposal Manager to develop and manage the overall marketing efforts of our energy efficiency consulting business. This individual is expected to stay in tune with the energy efficiency industry in order to best serve the company objective. We are looking for candidates who are self-driven, results-oriented with a positive outlook, who can work well independently or in a team environment, and who have a clear focus on high quality.

Responsibilities include but are not limited to:

- Work closely with Energy Solutions' staff in each practice area to track and screen new proposal solicitations of interest from local, federal and government agencies, and develop proposals for current and prospective program services.
- Manage the full cycle of the proposal development process, including but not limited to: developing and aggressively managing proposal development schedule; tracking communications from issuer of RFP and communicating changes to proposal team; managing the proposal team; ensuring timely coordination of all proposal elements, including insurance and other compliance documentation; writing and editing; developing or overseeing development of graphics and charts; and overseeing production and delivery of the final proposal.
- Oversee company wide marketing policies, objectives, and initiatives.
- Lead marketing efforts through extensive written initiatives, and coordinate correspondence with industry insiders and existing clients.
- Develop and update marketing collateral such as brochures, guides and newsletters for both print and online media.
- Direct updates of company web pages for maximum overall user experience.

Minimum qualifications:

- Bachelor's degree in Communications, Journalism or Marketing related subject.
- Minimum 5 years experience in Marketing / clean-tech or energy field preferred.
- Outstanding written and oral communication skills. Able to motivate via written media.
- Impeccable attention to detail balanced by an equally strong view of the larger objective.
- Demonstrated success in writing and formatting proposals.
- Understands the principles of marketing and advertising cost-effectiveness.
- Computer skills: Expert in Microsoft Office Tools (Excel, Word, PowerPoint).
- Must truly love to write and do so beautifully as well as with great conviction.

Our BART-accessible office is located in downtown Oakland, California. Compensation is commensurate with experience and includes a generous retirement package. Energy Solutions provides an excellent benefits package, including medical, dental and vision insurance, and other pre-tax contribution plans. Please email a cover letter with your available start date and your resume to jobs@energy-solution.com. For more information about Energy Solutions, please visit us on our website at www.energy-solution.com. Information will be requested to perform the compulsory background check. EOE.