

Job Description PROPOSAL & PLANNING COORDINATOR

Reports to: Revenue and Marketing Manager

Summary of Role:

Rare Indigo believes that driving positive business results goes hand in hand with the design and delivery of thoughtful, inspirational and flawlessly planned events for corporate client groups looking to truly experience Western Canada.

The Proposal & Planning Coordinator is responsible for supporting efforts related to the sales planning and presentation of incentive group programs within the destinations of British Columbia and the Rockies. The focus of this role is on producing high quality, detailed work that is meaningful for our clients.

Measurements of Success:

- Positive feedback reports from internal colleagues.
- Creative and accurate descriptive proposals.
- Demonstrating initiative and fully embracing Rare Indigo's core values.

Responsibilities:

- Under the direction of the Sales Managers and the Revenue and Marketing Manager: designs, writes and assembles sales proposals for clients. This will include such tasks as descriptive writing, PowerPoint slide management, photo sourcing, document editing, document design and formatting, and rewriting of supplier partner proposals.
- Under the direction of a Sales Manager: assists with planning and coordinating arrangements for client site and familiarization tour visits.
- Provides marketing support including the design and production of creative support materials, the loading of presentation materials onto tablets or other media devices, wrapping and distribution of gifts.
- Consistently maintaining social media accounts.
- Maintain and continue to develop destination expertise.
- Maintain inventory of sales tools such as gift items, digital photo library, proposal template documents.
- Provides program budget development support as needed. This includes obtaining supplier prices, working within Excel budget templates, understanding costing and profitability activities.
- Stock management of office supplies and general office appearance.
- Performing always in keeping with Rare Indigo's core values.

Required Skills and Attributes:

- Minimum of 1 year of experience in destination management, tourism, event management or marketing.
- Possess descriptive writing acumen and strong aptitude for attention to editing.
- Technology literacy with well-developed experience in PowerPoint, Microsoft Office Suite, working with digital images and multiple social media platforms.
- Assert and maintain an expectation of high-quality sales proposal output.
- Knowledge of and passion for the destinations of British Columbia and The Rockies.
- Professional communication skills and confidence in working directly with strong personalities.
- Ability to multi task and to work effectively in a team environment with changing priorities, fluctuating pressures and significant deadlines.
- Confident and able to quickly address issues/concerns in a pro-active manner; problem-solver.
- Positive, "make it happen" attitude.
- Ability to work independently and to be self-motivated.
- Agreeable to working evenings, weekends and erratic schedules as business needs require.
- Results driven.