

Proposal Specialist

Location: Toronto, ON

Reports To: Director of Marketing

Status: Full-Time

Salary: \$70,000

Be Part of Our Winning Team

At Moriyama Teshima Architects (MTA), we believe great architecture can tell powerful stories and transform communities. As a **Proposal Specialist**, you'll be at the heart of how we pursue and win meaningful work, from visionary public spaces to award-winning institutional designs.

You'll join a collaborative and passionate team that values creativity, quality, and authenticity. In this role, you'll lead the charge on proposals that showcase our expertise and spirit, crafting documents that are as compelling as the projects they represent.

If you thrive in fast-paced environments, have a knack for storytelling and visual composition, and want to work with a nationally respected firm that's shaping the built environment for the better, we'd love to hear from you.

What You'll Do

Lead the Proposal Process

- Review and interpret RFQs/RFPs and develop customized response strategies.
- Plan and manage pursuit timelines from kickoff to delivery, balancing multiple priorities.
- Write, edit, and design persuasive proposal content in collaboration with MTA leadership and consultants.
- Develop layouts in InDesign and ensure submissions meet all compliance, quality, and brand standards.

Collaborate Across Teams

- Work closely with Principals, Partners, Studio staff, and external collaborators.
- Gather meaningful, project-specific content from internal stakeholders.
- Contribute ideas and creative strategies that help set us apart.
- Assist in preparing content for interviews and presentations as needed.

Manage Content and Systems

- Maintain and refine reusable content (project sheets, resumes, firm profiles, etc.).

- Support tracking and reporting of pipeline activities and outcomes.
 - Stay current with industry best practices, tools, and software.
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What You Bring

- 3+ years of experience in proposal writing or marketing in architecture, design, or professional services.
 - Post-secondary education in Communications, Architecture, Marketing, Journalism, or a related field.
 - Excellent writing and editing skills, with a natural flair for storytelling.
 - A keen eye for layout and formatting; proficiency in Adobe InDesign is essential (Illustrator and Photoshop a plus).
 - Strong time management skills and ability to manage multiple deadlines.
 - Incredible organization skills.
 - Collaborative mindset with a proactive, solutions-oriented approach.
 - Comfort working both independently and as part of a fast-paced, multi-disciplinary team.
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Why Join MTA?

- Be part of a values-driven, award-winning studio working on impactful projects across Canada and internationally.
 - Enjoy a hybrid work environment, inclusive studio culture, and supportive mentorship.
 - Grow your career alongside creative, passionate professionals.
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Apply Today

Submit the following to employment@mtarch.com:

- A cover letter highlighting your experience and interest in this role
- Your resume
- Writing and layout samples