
METROPOLITAN URBAN DESIGN WORKSHOP

[MUD Workshop](#) is a people-centric urban design and planning practice dedicated to the revitalization of neighborhoods and public places. We emphasize climate responsiveness and advance community-led ideas in planning our public realm and neighborhoods.

[WE ARE SEEKING A PROPOSAL MANAGER WHO CAN ASSIST WITH –](#)

- Preparing RFP submissions for urban design and planning projects, including development of scope and approach.
- Conduct research to tailor the project approach.
- Oversee and develop materials including schedule, writing, strategy, scope, graphics and diagrams, along with the rest of the consultant team.
- Work with team to develop graphics and layouts for marketing proposals.
- Lead communications with external parties regarding proposal submission.
- Assisting with marketing efforts for projects and facilitation of community events.
- Maintaining the firm's website and social media channels.

The ideal candidate will be passionate about community-led urban design and planning, and have a strong work ethic. They shall possess solid marketing and research skills, be willing to take the initiative, and work closely with the team.

[THE APPLICANTS SHOULD –](#)

- Have a Bachelor's degree. A degree in urban design, landscape architecture or urban planning is preferred.
- Be able to manage multiple projects with aggressive deadlines, and that require attention to detail.
- Have proficiency with the Adobe Creative Suite, especially InDesign.
- Demonstrate excellent research, writing, editing, and proof reading skills.
- Have strong organization and time management habits, and ability to work well independently and collaboratively.
- Have an interest and willingness to work in a start-up environment with a close-knit team and project partners on miscellaneous tasks as they arise.
- Be able to work in a fast-paced environment; self-motivated, determined, and extremely organized.

[TO APPLY –](#)

Please send the following to Shachi Pandey at shachi@mudworkshop.com.

- CV / Résumé
- Two writing samples – short and long
- Two references

[In the body of the email please answer \(no more than 120 words each\):](#)

- Why are you the right fit for MUD Workshop? Be specific.
- Describe your experience with proposal writing and business development.
- What is your potential start date?

[SALARY RANGE](#)

48,000 to 70,000 commensurate with the experience of the candidate

[EQUAL EMPLOYMENT OPPORTUNITY STATEMENT](#)

All qualified applicants will receive consideration for employment without regard to race, color, gender, religion, sexual orientation, gender identity and expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.