



Safe Roads

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Position: Proposal Manager – Capture Lead

Location: SRE - Hybrid

Reports to: President

Company Overview:

Established in 2013, Safe Roads Engineering (SRE) is a leading engineering consulting firm based in Ontario, Canada. We have recently embarked on an exciting phase of company growth. At SRE we believe in delivering exceptional results through our mission of being quick and nimble. We pride ourselves on being able to deliver complex solutions to tight timelines. As we continue to build our portfolio and as the business evolves, we find ourselves strategically migrating into adjacent markets. In doing so, we are seeking a dynamic and detail-oriented **Proposal Manager** to lead the preparation and submission of high-quality proposals for engineering projects within the transportation sector.

The Proposal Manager will collaborate with cross-functional teams, including engineering, business development, and marketing, to develop competitive proposals that align with client requirements and company objectives. This role is critical in driving the growth of the company by securing contracts for infrastructure projects such as roads and highways, rail and transit as well as bridges and structures.

Key Responsibilities:

- **Proposal Development:** Lead the entire proposal process, from intake and initial capture planning through to submission, ensuring that all technical, management, and pricing sections are completed accurately and on time.
- **Client Requirements Analysis:** Review RFPs, RFQs, and other bid documents to understand client needs and develop winning strategies tailored to specific transportation projects.
- **Cross-functional Collaboration:** Work closely with engineering, technical experts, and project managers to gather input for proposals, ensuring that the technical approach, project methodology, and delivery plans are well-articulated.
- **Proposal Writing & Editing:** Draft, edit, and refine proposal content, including executive summaries, project descriptions, work plans, and resumes, ensuring clarity, persuasiveness, and compliance with client requirements.
- **Compliance & Quality Assurance:** Ensure all proposals meet RFP/RFQ guidelines, company standards, and industry best practices, with a focus on accuracy, format, and content quality.
- **Proposal Strategy & Presentation:** Develop proposal themes, key messaging, and differentiators to highlight the company's strengths, technical expertise, and unique value proposition for each opportunity.
- **Timeline Management:** Manage proposal timelines and deadlines, coordinating input from multiple departments and ensuring all materials are delivered on schedule.



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- **Document & Process Management:** Maintain up-to-date proposal templates, boilerplate language, and past performance documentation, while continuously simplifying and improving proposal processes and tools.
- **Client & Stakeholder Engagement:** Collaborate across the business to engage with clients, gather feedback, and tailor proposals to meet specific project goals and challenges.
- **Post-submission Support:** Manage any follow-up activities after proposal submission, including responses to clarifications, presentations, and contract negotiations.
- **Data and Intelligence** Gather and maintain statistics and data associated with continually improving and increasing effectiveness.

Required Qualifications:

- Bachelor's degree in engineering, Business, Marketing, or a related field.
- Minimum of 5 years of experience in proposal management, within the engineering or transportation infrastructure sectors.
- Proven track record of managing and winning proposals for complex transportation projects (e.g., roads, bridges, rail, transit, airports).
- Strong writing, editing, and communication skills, with the ability to create compelling and technically sound proposals.
- Familiarity with RFP/RFQ processes and requirements, especially for public and private sector transportation clients.
- Excellent organizational and project management skills, with the ability to manage multiple proposals simultaneously under tight deadlines.

Preferred Skills:

- Knowledge of transportation infrastructure and engineering project lifecycles.
- Experience with proposal software tools (e.g., Adobe Creative Suite, Microsoft Office Suite, CRM tools).
- Understanding of transportation engineering standards and terminology.
- Strong interpersonal skills with the ability to build relationships and work collaboratively with technical and business development teams.

What We Offer

- Opportunity to contribute to transformative transportation infrastructure projects.
- Collaborative and inclusive work environment with a focus on innovation and professional growth.
- Competitive salary and benefits package, with opportunities for professional growth.
- Career development opportunities and support for professional certifications.
- Flexible work environment with hybrid options based in our Kingston, Aurora, and Cambridge offices.



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Safe Roads Engineering encompasses a diverse collection of successful businesses, but our spirit isn't found in the diversity of our portfolio, it's found in the diversity of our people. At SRE, we believe that our greatest opportunity for continued success is fostered in the belief that every voice matters. Each one of us has a unique story and we promise to do our part to ensure that those stories are heard, seen, acknowledged, and supported. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

Safe Roads Engineering is committed to meeting the accessibility needs of persons with disabilities in an effective and timely manner in accordance with the applicable standards set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. We foster an inclusive organizational culture as an Equal Opportunity Employer.

How to Apply:

Interested candidates are encouraged to submit their resume and cover letter outlining their relevant experience in large-scale infrastructure projects to **HR@saferoadseng.com**.