

First Event  
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EVENT



## Pitch & Proposal Manager

<b>Salary:</b>	£35,000 - £45,000 plus a range of benefits
<b>Contract Type:</b>	Full time, permanent
<b>Benefits:</b>	EOT bonus, healthcare scheme, enhanced pension scheme, unlimited holidays, flexible working environment
<b>Location:</b>	North Leeds office, flexible and remote working available
<b>Reporting to:</b>	Creative Director

# Life at First Event

We're one of the UK's leading event companies, and have been for the last 20 years. But no matter how long we've been around, one thing that never gets old is our deep-rooted passion for creating jaw-dropping events all around the world.

First Event is only as good as the people who work here, and you won't find another workplace culture like ours. Whilst a clear strategy is important to the growth of our business, it means nothing without the people that make the magic happen. We are firm believers that our success depends on our people, so we want every single person in the First Event Fam to love what they do and to be proud of the events they create.

That's why in 2021 we decided to become an employee-owned company. This decision not only secured our strong ethos, creative freedom and core values, but also cemented the future independence of our team. Our employee council, made up of members across each department, work closely with our management team to create a fun and encouraging environment that allows us all to flourish and thrive. And did we also mention that we are one of The Sunday Times' Best Places to Work?

So, you want to work for us? Good choice. We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

## About The Role

There's never been a more exciting time to join First Event - as we realise our ambition to become a strategic, fully integrated agency we're looking for a number of key roles to add to our brilliant creative team.

We're looking for a skilled Proposal & Pitch Manager to join our dynamic team. The role will co-ordinate and produce the proposal response whilst assembling a proposal team that has the skills to prepare and submit a winning proposal. This role requires a strategic mindset, strong communication skills, and a passion for detail. Responsibilities include the introduction and implementation of all necessary proposal procedures and governance. This is a highly networked role that requires an ability to work under pressure and to challenging deadlines.

### Process Management

- Manage the pitch process from start to finish, including initial response to RFP, timeline management, content creation, revisions, and final delivery.
- Delivery of compliant, professionally produced proposals within customer defined timeframes
- Ability to coach sales teams in persuasive writing and proposal best practice.

### Research and Insight

- Working alongside our strategy colleagues, research and gather relevant information about prospective clients, including industry trends, competitor analysis, and market insights. Stay updated on industry trends, best practices, and emerging technologies to enhance pitch strategies and tactics.

### Coordination

- Communicate and influence at a senior level.
- Coordinate internal stakeholders to ensure that all aspects of the pitch, including creative concepts, logistics, technical specifications and budgets are well-executed and aligned with the client's needs.

**Proposal Development**

- Collaborating with internal teams to develop comprehensive proposals that address the client's requirements, including project scope, timeline, budget, and deliverables.
- Coordinate and review / edit proposal input from a variety of stakeholders across the business

**Budgeting and Costing**

- Working with key stakeholders across the business to create accurate budgets and cost estimates for proposed events.

**Presentation Preparation**

- Understanding of the creative process and production of a pitch from ideas to proposal to presentation
- Organising and preparing materials for client pitches, ensuring they effectively communicate the proposed solution and its value proposition.
- Document template management creation and upkeep in line with First Event brand guidelines.

**Collaboration**

- Attend new business meetings, take briefs and conduct Q&A sessions, presentations and pitches where required
- Collaborate closely with the sales and business development teams to understand client needs, objectives, and requirements for each opportunity.

**Analysis**

- Track and analyse pitch performance metrics, including win rates, conversion rates, and feedback, to identify areas for improvement and optimisation.

# Personal Specification

- Degree or equivalent experience in related fields.
- Proven experience as a Pitch Manager, Business Development Manager, or similar role within the events industry.
- Strong written and verbal communication skills, with the ability to craft compelling narratives and presentations.
- Excellent project management and organisational skills, with the ability to manage multiple priorities and deadlines simultaneously.
- Creative thinker with a strategic mindset and a keen understanding of client needs and motivations.
- Proficiency in presentation software (e.g., PowerPoint, Google Slides) and graphic design tools is preferred.
- Ability to work collaboratively in a fast-paced, deadline-driven environment.

## Our Values

We love that our vibrant team is made up of so many different personalities. No matter how different we are, we're all united by our core First Event values, which sum up the kind of people we're looking for.

These are the values that bring us together, make us a force to be reckoned with and help us deliver the outstanding events we're globally recognised for.



## How to Apply

We are a friendly bunch who work hard whilst having loads of fun along the way! Fancy finding out more?

Please email a copy of your CV to [careers@firstevent.co.uk](mailto:careers@firstevent.co.uk)