



**Associate Manager, Business Development**  
WONGDOODY

**Job Category:** Marketing/Sales

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Experience:** 3-5 years

**Posted On:** 22 Dec 2024

**Application Deadline:** 20 Jan 2025

## Job Description/Responsibility

- Create capabilities and pitch presentations, with a mix of pre-existing content, content created by members of the team, and content the Assoc. Manager, Business Development themselves will create
- Support written proposal submissions, including pulling together existing content, writing content themselves, and editing what others have written
- - ranging from a light touch to catch typos to more significant massaging of content that's come from various people into a coherent narrative and voice
- Manage the proposal process, owning the response master, defining internal timelines and deadlines, coordinating contributions and feedback, as well as consolidating changes for review
- Collaborate with various disciplines and teams to cultivate solutions that bring the best of our capabilities at WongDoody and Infosys together for our clients
- Edit document designs using existing templates and styles; if you have more significant design skills/aspirations, we encourage that; if you don't, we can cover the difference
- Support the BD Team in various housekeeping items around code opening, pipeline maintenance, and paperwork, but you won't be doing anyone's expenses or getting anyone coffee
- Manage a library of case studies, approach documents, and thought leadership articles to leverage for RFP responses and proposals
- Work across the full spectrum of creative agency services, but with a focus on CX/UX/Product Design opportunities, generally coming through existing Infosys client relationships

## Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

## Experience Requirements

- 3 - 5 years of experience is required.

## Additional Experience Requirements

- 3-5 years agency or consulting firm experience, likely in a business development, account management, or project management role

## **Skills Requirements**

- Excellent written and verbal communications skills; you will be writing something every day in this job, ranging from headlines to sales emails to long-form proposal responses
- Strong editorial and proofreading skills, with the ability to serve as a second pair of eyes on something while respecting the author's style and intent
- Attention to detail is critical; the team moves fast, and knowing that this person's eyes have been on something should give us the confidence to hit send
- Mid-level design abilities appreciated, but not required
- Familiarity with Microsoft PowerPoint, Word, Excel, and Apple Keynote, required. Strong PPT skills preferred.

## **Work Area**

- Applicant should have experience of working in the following category(ies): Marketing/Sales

## **Industry Type**

- Experience should include the following skills: Entertainment/Recreation

**Address:** Seattle, US, Seattle, US, United States

**Company Profile:** Advertising & Public Relations

**Company Website:** <https://www.wongdoody.com/>