



PURSUIITS MANAGER

Imagine Deliver is looking for a proactive, detail-oriented Pursuits Manager who can both build relationships and roll up their sleeves to ensure every proposal, pitch, and partnership opportunity is expertly handled. Our clients range from philanthropic foundations and government agencies to healthcare systems and Fortune 500 companies. If you're ready to keep us organized, on track, and growing, we want you on our team.

This full-time hybrid position is based in Minnesota, with about 50% in-person engagement and occasional travel. You'll report directly to senior leadership.

Who We Are – Warm, Competitive, and Ready to Act

At Imagine Deliver, we combine warmth and support with the energy to tackle bold goals. We appreciate people who jump in, set clear objectives, and guide projects from start to finish. If you're looking for a role where you'll create proposals, coordinate pitches, manage our CRM, and schedule meetings with apex leaders, we'd love to connect. We value hustle and high standards, but we also know a bit of humor and humility makes a busy day more enjoyable.



What You'll Do

Daily Responsibilities

Proposal & Pitch Coordination

- **Write & Refine Proposals:** Craft, edit, and format proposals that reflect our mission and match client needs.
- **Pitch Prep:** Develop and organize pitch materials—presentations, briefs, meeting notes—to ensure every pursuit is both polished and persuasive.
- **Schedule & Follow-Up:** Set up meetings, track leads, and keep everyone aligned on pitch timelines.

Growth & Client Engagement

- **CRM Management:** Use HubSpot, MixMax, or similar tools to maintain accurate contact information, track prospects, and facilitate effective outreach.
- **Nurture Relationships:** Identify and cultivate leads, assisting leadership in connecting with potential clients and expanding our network.
- **Market Intelligence:** Research prospective opportunities, stay current on industry trends, and make recommendations about which bids are worth pursuing.

Operational Coordination & Process Management

- **Logistics & Calendars:** Handle meeting logistics and scheduling so leadership can stay focused on strategic growth.
- **Data-Informed Decisions:** Gather pursuit metrics and produce concise, actionable insights to continually improve our pitch process.
- **Get It Done:** Step in to finalize proposals, manage last-minute updates, or solve scheduling conflicts—whatever it takes to keep pursuits on track.

Team Culture & Visibility

- **Collaborative Environment:** Ensure our internal processes for proposals and pitches run smoothly, so the team can focus on delivering high-quality work.
- **Mentor & Empower:** Offer guidance to junior staff or colleagues who help with pursuits, setting standards for clarity and quality.



- **Facilitate with Impact:** Oversee internal and external pitch meetings, making sure all discussions result in clear next steps and well-documented deliverables.

Approximate Role Breakdown

- 40%: Operational Management, Proposal Oversight, & Coordination
- 40%: Thought Leadership, Client-Facing Pursuits, & Facilitation
- 20%: Growth Initiatives, CRM Maintenance, & Special Projects

What We Offer

Compensation, Benefits, and Work Arrangements

- Base Salary: \$70,000 – \$80,000/year
We will not extend an offer outside this range; most candidates can expect a mid-range offer based on experience and fit.
- Commission & Performance-Based Incentives: In addition to your base salary, you'll have the opportunity to earn commissions tied to successful pitches and new business generation.
- Benefits: Comprehensive healthcare, dental, 401K, and generous paid time off
- Hybrid Work Model: Approximately 50% in-person at our office or client sites
- Professional Growth: Ongoing training and access to leading productivity tools for proposals and client outreach

Who You Are

Experience & Qualifications:

- 5+ years in proposal writing, business development, project coordination, or a related field
- Bachelor's degree required; a Master's degree (MBA, MPA, etc.) or equivalent experience is a plus
- **Essential:** Must have reliable personal transportation and robust support systems (e.g., secure childcare) to handle scheduling demands

Attitude & Aptitude:

- **Attitude:**



- Self-directed, resilient, and ready to jump into challenges—whether it’s drafting a proposal or scheduling a critical pitch.
- Warm, approachable, and genuinely caring—clients and colleagues appreciate your consistent follow-through and thorough communication.
- Embraces feedback, sees challenges as opportunities to grow, and thrives on keeping the team moving forward.
- **Aptitude:**
 - Skilled in proposal writing, pitch prep, CRM maintenance, and the day-to-day logistics that keep growth efforts on track.
 - Capable of using modern tools (HubSpot, MixMax, Monday.com, Google Workspace) to optimize workflows and manage data accurately.
 - Excellent verbal and written communication, with experience engaging decision-makers and apex leaders.

How to Apply

- **Prepare:** Submit a one-page resume, a brief work/writing sample (or a link to a recorded pitch/presentation), and a cover letter explaining why you’re excited about this role and how your experience makes you the perfect fit.
- **Email:** Send your application to talent@imaginedeliver.com with “Pursuits Manager” in the subject line.
- **Flexible Arrangements:** We’re open to various configurations for this role. Whether you’re a consulting partner, a small firm, or interested in a part-time option, we want to hear from you. We do need at least 20 hours per week, but we welcome non-traditional applicants who are seeking creative arrangements that align with their needs and wishes.
- **Timeline:** We conduct interviews on a rolling basis until we find the right person.

What Success Looks Like

- **Empathy & Customization:** Every pitch or proposal must reflect a genuine understanding of the client’s specific context, meeting them “closest to the challenge” in a user-centered way.
- **Respect for Timelines:** Adhere to the 3-day or 1-2 week windows depending on proposal tier, highlighting our ability to tackle projects swiftly and efficiently.



- **Administrative & Collaborative Excellence:** Demonstrate reliability—no missed follow-ups, no scheduling mix-ups, always helping colleagues and leaders operate at their best.
- **Growth-Focused Metrics:** Track lead conversion, margin, and new opportunities, ensuring your role is tied directly to our growth and profitability goals.
- **Innovation & Practical Execution:** Blend aesthetic, creative presentation with real data and human factors, ensuring proposals are both visually appealing and strategically sound.

About Imagine Deliver

Imagine Deliver is an award-winning, woman-owned B Corp based in Minneapolis. We are dedicated to transforming civic and social systems toward bold, innovative futures for everyone. As a national leader in user-centered design, engagement, and insights, we partner with clients in community development, philanthropy, government, healthcare, and financial services to take bold action together and create systems where everyone thrives.

For more information, visit imagedeliver.com

219 SE Main Street, Suite 300

Minneapolis, MN 55414

(612) 200-2349 | hello@imagedeliver.com

Equal Employment Opportunity

Imagine Deliver is an equal-opportunity employer. We base all employment decisions on qualifications, merit, and business needs. We do not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, age, or any other protected characteristic as defined by law. We value fresh ideas and unique perspectives, and we welcome candidates who can contribute to a rich variety of viewpoints and experiences. All qualified applicants are encouraged to apply.

