



Job Description

Job Title: Proposal Development & Sourcing Manager
Reports To: General Manager
Office Location: Centennial, CO
Employment Status: Full Time

wet paint group at a glance:

At wet paint group, we deliver unforgettable virtual marketplaces, custom-curated boxes, uncommon branded merchandise, and on-site gifting experiences for corporate meetings, incentive trips, and elite client events. We have carefully curated a portfolio of premium boutique brands in our pursuit of uncommon merchandise with a commitment to giving back. We seek a Proposal Development & Sourcing Manager to support our sales process and help us grow. The rocket ship is about to take off. Are you interested in coming along for the ride?

Our Core Values:

Do the Right Thing. Respond with Openness. Embrace Radical Accountability. Be Remarkable. Be Humbly Confident. Hell Yeah! Attitude.

Our Proven Process:

Intrigue

Our amenity brands are carefully curated by our leadership team. We only offer products found in small boutiques or with limited distribution. Our brands will not be commonly found at everyday retailers or big box stores. Your executive level guests have the buying power to purchase whatever they desire, so we offer brands that evoke intrigue. Brands with cache and exclusivity. This sets the stage for what we like to call "Now, that's cool!" moments.

Immerse

Through a deep emotional experience, we are able to activate the brand message and inspire each recipient. The gift should serve as the conduit to transport your high-value clients/team members back to when they received the gift and reminding them of the thoughtfulness long afterwards. It serves as recognition of the past and fuel for the future. This is the true value of the gift, inspiring them to invest and contribute to both the company and social agenda in a meaningful way, a *GIFT WITH A GREATER PURPOSE*.

Inspire

While each of our gifts are unique and intriguing, we lean into the production of our gift experiences and overall merchandising in ways that touch all of the senses and tug at emotions. Whether a boutique-style marketplace or an online marketplace, the experience atmosphere immerses your guests in the story behind the brand and give-back initiative. Our on-site brand ambassadors and gift concierge effortlessly engage with each recipient to share the narrative of the event, each gift, and why it is special. When they understand the "why", they are more likely to recognize they are part of something truly remarkable.

The role:

The Proposal Development & Sourcing Manager will expand our amenity solution's portfolio and build a robust value-added division within the company. Must have a keen eye for trending new bespoke goods/gifts as well a remarkable style for branding, packaging, merchandising and vendor management. This critical role will directly support the sales team by handling all administrative and merchandising tasks of proposals. A collaborative, kind, constructive and energetic style with a guided vision to wpg's core values is critical. As part of the Operations Team this position will also participate in the organizational growth and profitability objectives of wpg.

The ideal candidate will:

- Embody the wet paint group core values and proven process.
- Create a comprehensive process to generate proposals quickly & accurately.
- Demonstrate an ability to communicate courteously and effectively with public and internal customers to provide good customer service both in person and over the telephone.
- Understand market trends as well as the competitive landscape.
- Effectively communicate and understand the company's value proposition, process and current partnerships.
- Responsible for sourcing product.
- Build meaningful relationships with strategic partners.
- Work closely with Project Managers and vendors from proposal development to fulfillment.
- Produce and manage eCommerce Shopify Virtual Marketplaces and Custom Catalogs.
- Actively communicate with clients and internal team with proposal specifics and pricing.
- Update wpg proprietary product catalog as needed.
- Keen eye for style, branding, packaging and merchandising.
- Excellent verbal/oral communication skills.
- Positive attitude and results oriented.
- Highly organized and detail focused.

Additional Requirements:

- Must pass all required background checks.
- Must be available to travel nationally and internationally, as needed.
- Must be able to work a flexible schedule including some nights, weekends, and holidays as needed by customers.

Minimum Education and Experience:

- Bachelor's Degree
- Branded Merchandise and/or eCommerce (Shopify is a plus)
- Equivalent combinations of education and experience may be considered.
- Must possess advanced computer skills, specifically Microsoft Office Suite (Outlook, Word, Excel and Power Point), Dropbox and internet navigation.

Working Conditions:

- This job operates in a professional office environment with a hybrid model.
- Onsite events include outdoor environments with varying weather, climate, temperature, and terrain conditions.
- This job requires extended periods of looking at a computer screen or other electronic device, sometimes up to 8 hours per day.

Compensation:

Base Salary - \$60-\$70K/yr based on experience.

Benefits include: Medical/Dental insurance, PTO, Holiday Pay (1 week between Christmas and New Years)