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PROPOSALS WRITER, AMERICAS

New York

Phillips is seeking a full-time Proposals Writer reporting to the Head of Proposals, Americas. The role supports the company's business-getting efforts, spanning all of Phillips' selling categories across the Americas and globally.

The Proposals department produces highly customized business-winning pitches for important commercial opportunities, from conception through to production and distribution, tailored to individual briefs on each client's needs. The Proposals Writer is above all a strategic thinker, able to synthesize the company's expertise and distinct market positioning while understanding each client's unique requirements from pitch to pitch. Strong writing and commercial strategy are required, as is the ability to treat every project as a narrative and content opportunity. Working closely with Phillips' specialist departments and partnering with global team members, they will execute multiple competing projects in a fast-paced, deadline-driven environment.

The ideal candidate will be a proactive self-starter who works well independently and takes ownership of their output while collaborating daily with colleagues across time zones. Excellent time-management skills, the ability to work under pressure, and prioritize fixed, competing deadlines are essential. The ideal candidate will demonstrate meticulous attention to detail and the ability to handle confidential information discreetly and responsibly. Phillips values a workforce with a wide variety of experiences, backgrounds, and skills, and we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

STRATEGY

- Identify strategic requirements and expectations for each pitch and develop a clear, compelling, bespoke proposal.
- Translate specialists' expertise and a client's motivations into a persuasive narrative that drives a consignment decision.
- Collaborate with specialist colleagues to identify and communicate Phillips' strategic competitive advantages.
- Understand and effectively communicate Phillips' brand positioning.

CONTENT

- Write and edit all client-facing proposal copy to a publication standard, adapting register to the client, category, and market.
- Review and proofread colleagues' proposals to high standards.
- Synthesize complex information, including provenance, market data, sale strategy, and estimates, into clear, confident prose.
- Maintain a consistent brand voice across every document, upholding tone-of-voice and house style.
- Produce supporting content as required, from market context and comparable results to bespoke narrative sections.

CREATIVE & PRODUCTION

- Work collaboratively with graphic designers to ensure visual treatment of each proposal is conveyed, ensuring content and visuals work as one.
- Brief and collaborate with freelance and in-house creatives, designers, photographers, videographers, and editors, to deliver assets on time, on concept, and within Phillips' brand.
- Oversee end-to-end production of pitch materials across print, digital, and video formats.
- Act as final quality control on outgoing proposals, reviewing for accuracy and consistency.

STAKEHOLDER MANAGEMENT

- Confidently engage with specialists and senior leadership to shape pitch strategy and align on messaging.
- Coordinate across departments, including marketing, press, and digital, to gather supporting data and input and secure sign-off.

- Prepare and assist during pitch rehearsals with specialists, as needed.

TOOLS & PROCESS

- Manage multiple concurrent projects under tight and often overlapping deadlines.
- Build and maintain templates, guidelines, and reusable content that raise quality and speed across the team.
- Maintain and adhere to a production schedule, ensuring deadlines are met.
- Archive content, images, and other assets onto proposals libraries.
- Integrate AI and automation tools into ideation and production workflows to improve output and turnaround.
- Track pitch outcomes and refine approach based on win rates and client feedback.

Professional Skills and Experience

Experience in proposal writing, commercial pitching, or content strategy is required. We also welcome candidates from adjacent disciplines, such as copywriters from advertising, marketing, or agency backgrounds, where the craft of persuasive, deadline-driven writing and commercial storytelling is directly transferable.

- A demonstrated ability to write and conceptualize original, persuasive content under tight deadlines is key, as is mastery of English grammar, with a strong command of both American and British spelling and the ability to use either as the audience requires.
- Superior written and verbal communication, with fluency in written and spoken English is required; additional languages are desirable.
- Strong, professional interpersonal skills are essential, with the ability to engage a wide variety of stakeholders.
- Proficiency in Adobe Creative Suite and Microsoft Office, alongside excellent IT skills.
- Demonstrated proficiency with AI platforms such as OpenAI, Claude or similar tools to improve the efficiency and quality of visuals or content exploration is also helpful.

Working Conditions

- Based in our New York office, with hybrid working available.
- Flexibility with working hours, including some evenings and weekends when business needs require.

Additional Info

- The annual salary range for the role is $78,000-90,000.

To apply please visit:https://phillipsauctioneers.bamboohr.com/careers/593. Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.