We are looking for a

Research Specialist and Proposal Writer

Global Planning Solutions is seeking a strategic and detail-oriented Research Specialist and Proposal Writer to support our business development and conference bid initiatives. This role focuses on researching international conference opportunities, global associations, and industry trends, while developing compelling proposals, presentations, and bid documents that help secure major national and international conferences.

Working closely with our leadership team, the successful candidate will identify prospective clients and conference opportunities, research conference rotation cycles and potential hosts, and support the development of competitive bids and proposals for national and international associations.

This is not a traditional sales support role. We are looking for someone who genuinely enjoys research, market intelligence, and transforming complex information into clear, persuasive, and professionally written proposals and presentations. The ideal candidate is analytical, intellectually curious, and highly detail oriented.

A BIT ABOUT US

Global Planning Solutions is a Canadian conference, event, and marketing management company with more than 55 years of experience delivering national and international programs. We partner with associations, corporations, and organizations to manage complex conferences and events from strategy through execution. Our services span conference management, exhibitions and sponsorship, corporate events, marketing and design, and digital solutions. As a long-standing member of the International Association of Professional Congress Organisers (IAPCO), GPS combines decades of industry experience with a forward-looking approach to technology, innovation and client service.

THE ROLE

- Research international associations, conferences, industries, potential clients, and emerging business opportunities through online sources, industry platforms, bid portals, and association channels
- Monitor conference rotation cycles, bid timelines, future host destinations, RFP opportunities, and industry trends to identify strategic business opportunities
- Research association leadership, governance structures, committees, decision-making processes, and potential local hosts and organizational champions
- Develop strategic briefing documents, background research, opportunity assessments, and prospect profiles, including organizational history and strategic priorities

- Write, edit, and format compelling proposals, bid documents, presentations, and other business development materials
- Translate complex research and market intelligence into clear, persuasive, and commercially focused content aligned with company positioning and client requirements
- Collaborate with leadership, internal teams, destinations, and industry partners to gather content, data, and insights that support growth initiatives and competitive conference bids
- Maintain opportunity tracking systems, bid calendars, proposal libraries, templates, and market intelligence databases while ensuring deadlines and submission requirements are met
- Research competitor activity, industry trends, and emerging sectors to support long-term business development and conference bid strategy

WHAT YOU BRING

- 3–5+ years of experience in research, proposal writing, bid development, marketing, associations, conferences, consulting, professional services, or a related field
- Exceptional research, analytical, and investigative skills with the ability to identify, validate, and connect information, trends, and opportunities
- Strong proposal writing, editing, and communication skills with the ability to synthesize complex information into clear, compelling, and persuasive content
- Exceptional English writing, editing, research, and communication skills; bilingualism (English/French) is considered a strong asset
- Highly organized and detail-oriented with the ability to manage multiple projects, deadlines, and priorities simultaneously
- Naturally curious with a genuine interest in research, industries, associations, and market intelligence
- Self-starter who is comfortable working independently and collaboratively
- Strong understanding of business writing, proposals, and professional communications
- Professional communication and relationship-building skills
- Ability to identify patterns, opportunities, and strategic connections across industries and organizations
- Experience in conferences, associations, business development, tourism, research, consulting, marketing, or strategic communications is considered an asset
- Familiarity with international conferences, association structures, or conference bid development is considered an asset
- Strong proficiency in Microsoft Office, including Word, PowerPoint, and Excel

WHAT WE OFFER

- Currently a remote-first role working with a team across Canada. The role could move to a hybrid option in the future.
- Health and wellness benefits package (eligible after 3 months)
- Vacation: 2 weeks paid time off
- Holidays: 9 paid statutory holidays plus office closure between Christmas Eve and New Years Day
- Professional development
- IT equipment
- Internet allowance
- A collaborative, senior team environment where your judgment and ownership are valued
- Room to shape process and contribute to the company's growth and business development, not just execute against a fixed playbook

HOW TO APPLY

Qualified candidates are invited to submit their **resume** and **cover letter**, along with **salary expectations**, **by email to** careers@globalplanning.ca. Please include "Sales Researcher and Proposal Writer" in the subject line. Tell us why you feel you are the right fit for the role and highlight your experience in relation to our requirements. Global Planning Solutions encourages applications from candidates of all backgrounds. Please note that only candidates who are being considered for an interview will be contacted.

ADDITIONAL INFORMATION

Position Type: Non-Management
Location: Remote (preferably based in GTA, Ontario, or Montreal, QC)
Reports To: President
Job Status: Permanent Full-Time
Application Deadline: When filled
Salary: $50,000 - $60,000
Candidates must be legally eligible to work in Canada.