

New Business Co-ordinator - Middle East and North Africa

About Prior + Partners

Prior + Partners is one of the UK's largest specialist consultancies integrating masterplanning, strategic planning and urban economics, with headquarters in London and an expanding Dubai-based team.

We are recognised as sector leading experts with a design-led approach to creating people centred and viable places, with a project culture based on collaboration and commitment as well as rigorous review. Since our founding in 2017, we have grown to over 100 team members, including urban designers, planners, economists and landscape professionals, all with deep experience in shaping and visualising new urban and rural environments.

Prior + Partners works across district, city and regional scales, moving between strategic and conceptual ideas to development and implementation. Our portfolio includes a significant number of projects throughout the Middle East such as supporting the Royal Commission of AlUla in the articulation and implementation of their strategic vision, regional development framework, and detailed masterplans, and the regeneration masterplan and economic strategy for a major large-scale site in Abu Dhabi.

In line with this commitment to our MENA clients and projects, Prior + Partners is seeking to grow our team operating out of the region, with a current opportunity to join our Dubai office.

About the role:

We are looking for a new, full-time member to join our team in Dubai focusing on new project pursuits in the MENA market, with co-responsibility for researching business opportunities and for the planning and preparation of tender documents, RFP's, and business proposals. From time to time, technical support on local projects may be required, and therefore the preferred candidate will have a Degree in Architecture, Urban Design, Planning or related field of study, with experience working on such projects in the region.

Local client relationships, industry knowledge and networking is an important aspect of this position. You will need to have great initiative and a high level of professionalism, as well as the ability to articulate the purpose of the practice, through presentations, client meetings and written proposals.

You will work on the acquisition of new business by leading the production and delivery of prequalification efforts and generating business development materials. Primary responsibilities include preparing responses to RFPs and RFQs, interviews, capability statements, presentations and related materials; and supporting logistics for new client inquiries. As a New Business Coordinator, you will coordinate a wide range of tasks simultaneously for multiple projects locally and with the main office in London.

Prior + Partners

70 Cowcross Street
London EC1M 6EJ
United Kingdom
+44 (0)20 3951 0052
priorandpartners.com

Prior + Partners Ltd
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As a New Business Coordinator, you will report to the MENA Regional Managing Director. You will also collaborate closely with and report on a regular basis to the UK-based New Business and Communications team, as well as the larger UK office leadership and project team.

Please note that applicants should already be based in Dubai, with any appropriate requirements to work already in place.

Primary Responsibilities:

- Actively support the MENA Regional Managing Director and UK-based New Business and Communications team, as well as wider Leadership and Project team;
- Conduct MENA market research and explore opportunities in regional markets;
- Prepare, coordinate, and produce RFP and RFQ submittals, including creating and editing graphic and written content for proposals, interview presentations, pitch decks, and general marketing materials;
- Assist with drafting fee proposals for potential projects;
- Support maintenance of client and project databases;
- Maintain overview of business-related enquiries for potential projects, including the initial assessment and reporting; and leading and supporting proactive research;
- Prepare status updates on a weekly basis or as needed with the New Business and Communications team;
- Represent Prior + Partners at events and conferences in the MENA region;
- Support on lectures, articles, thought leadership paper and press-related activities in the MENA region;
- Support in preparing social media communications on behalf of the MENA Regional Managing Director, in line with company communication protocols;
- Act proactively, balance multiple incoming priorities and take initiative.

We're Looking for:

- Bachelor's or master's degree in Architecture, Urban Design, Planning or related field of study;
- 2+ years of experience in a similar or related position in the MENA market;
- 5+ years of technical experience on masterplanning and or strategic planning projects in the MENA region;
- Excellent written and verbal communication skills and fluency in English; Arabic is a plus;
- Excellent communication and organisational skills
- Team-oriented, with strong organizational skills, the ability to meet deadlines, and manage one's own time;
- Proficiency in Adobe Creative Cloud (e.g. InDesign) and Microsoft Suite (Word, Excel);
- Experience working with MENA clients and understanding the regional business culture and dynamics.

Salary will depend on experience, and we will offer the opportunity to further your career in a well-established, busy and expanding firm, with the remit to engage directly with clients.

To apply please write in confidence with your CV and portfolio (where relevant) to:
careers@priorpartners.com



Prior + Partners is an equal opportunities employer committed to creating an open, respectful environment where people can build lasting careers and do their best work. We welcome applications for those returning to the profession from a career break.