**Marketing Coordinator**

The Marketing Coordinator is responsible for various business development and marketing initiatives and tasks which support market position and sales growth of the organization. This will be achieved through sourcing, tracking and following through on opportunities; coordinating and preparing responses, proposals and bids for projects, contracts and tasks; maintaining information and materials that comprise a marketing database and general support of the BD and Marketing division.

**Position Objectives**

* Review assigned printed and electronic publications (local and regional) for RFP/RFQ/SOQ advertisements, prospective clients, and articles of interest.
* Assist in the creation and follow up on opportunities and proposals.
* Assist in the creation and maintenance of standard marketing resources/materials (i.e., SOQs, representative project descriptions, resumes, proposal sections, etc.).
* Organize and maintain marketing resources/materials.
* Assist in the creation and update of SF 330 and similar documents.
* Update and maintain personnel and project databases and other CRM systems.
* Update and maintain a database of media contacts in local and national markets.
* Aid in the identification of client prospects and collect prospect contact information.
* Draft and produce basic and customized SOQs for specific marketing and proposal efforts.
* Draft and produce handout and presentation materials (i.e., software-driven presentation programs, overheads, slides, etc.) for specific project interviews and speaking engagements.
* Assist with producing and updating opportunity-specific flyers and media, as needed.
* Obtain/coordinate project and employee photographs and media for use in marketing efforts.
* Assist in the investigation and execution of targeted marketing contacts, associations and programs.
* Assist with pre-qualifications, registrations and membership applications and renewals.
* Other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

* Passion for writing and producing award-winning proposal content.
* Proficient computer skills in the use of MS Word, Excel, Outlook, and Adobe programs.
* Ability to conduct Internet research.
* Good analytical, organizational, and planning abilities.
* Good communication skills, oral and written.
* Ability to work independently or as part of a project team.
* Ability to carry out written and oral instructions.
* Ability to take direction from clients, management, and co-workers.
* Ability to work with a diverse group of people.
* Ability to prioritize workload based on deadlines.
* Ability to participate in multiple concurrent projects.
* Ability to work overtime hours as needed.
* Proficient in the use of standard office equipment.

**Education and Experience**

* Bachelor’s degree in a relevant field
* Minimum of three (3) years’ of experience in creating and writing proposals (RFP and RFQ responses)
* One to two years of marketing experience, ideally in A/E/C consulting industry.

To be considered, apply online at: <https://hcea.applicantpro.com/jobs/645235.html>

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