

Marketing Manager

Well-established, creative and progressive company providing professional consulting services is currently accepting resumes for the position of Marketing Manager. Interested candidates can send their resume with salary requirements to resumesforhumanresources@yahoo.com.

Responsibilities include but are not limited to the following:

- Organizes, coordinates, and controls activities involved in the preparation of marketing proposals, presentations and submittals.
- Develops, coordinates, and produces responses to RFQs/RFPs/interviews.
- Gathers information about prospects and participates in proposal strategy in support of firm's principals.
- Participates in the development of and is responsible for maintaining all marketing resource materials to include brochures, data, slides, color copies, photographs, files, and client database.
- Completes government forms, client questionnaires and qualifying statements as required.
- Monitors all prospects; performs daily lead and opportunity tracking.
- Maintains backup data on projects.
- Assures that resume file information is current, accurate, and appropriate.
- Responsible for group mailings; maintains mailing lists.
- Coordinates work with outside vendors and consultants.
- Prepares status reports on marketing efforts.
- Assists with conference/seminar presentations.
- Assists in writing press releases and other marketing/public relations materials.
- Develop concepts and assists in redesign and/or maintenance of company website.
- Attends tradeshow, pre-proposal meetings, and other events as needed.
- Cultivates strong working relationships with management and technical staff.
- Establishes continuing contacts with new prospects and acts as principal contact for selected clients.
- Work with CEO on Business Development.

Qualifications

- Minimum of 5 years' marketing experience in the A/E/C industry required
- Bachelor's Degree in Marketing, Communications or related field required
- CPSM designation a plus
- Solid Microsoft Office skills required
- Proven Adobe Creative Suite capabilities
- Deltek Vision experience preferred
- Excellent written and oral communication skills
- Experience in proposal writing, coordination, and production required
- Experience with SF 330 and other government forms preferred
- Excellent time management and organizational skills; ability to multi-task
- Strong problem solving and decision making skills
- Must be willing to drive to all office locations as needed