

What you'll do

DES Architects + Engineers is seeking a **Senior Marketing Coordinator** to lead project pursuits and marketing communication initiatives. This includes directing teams, developing top quality proposals, and crafting compelling stories. You will work closely with the marketing team, firm leadership, firm staff, consultants, and clients. The Senior Marketing Coordinator will be dedicated to the success of all marketing programs.

Description:

- Lead project pursuits end-to-end from lead development to project on-boarding.
- Coordinate with Principals and senior staff with respect to project pursuits, content development, and business development.
- Prepare and produce proposals, qualification packages, presentations and other materials including writing copy and designing graphics.
- Develop positioning and messaging strategy for marketing collateral including storyboarding.
- Mentor junior marketing staff.
- Coordinate sponsorships including event planning and attending.
- Maintain and manage CRM database and marketing content.

Requirements:

- 5+ years of marketing experience in Architecture, Engineering, or Construction industry
- Wide knowledge of procurement process including analyzing RFPs and RFQs
- Demonstrate strong initiative and deliver high-quality work
- Ability to prepare and produce high volume of proposals
- Ability to keep up and thrive in a fast-paced and deadline driven environment
- Ability to manage work on multiple projects and respond effectively to shifting priorities
- Team player with an upbeat attitude and collaborative spirit
- Strong communication skills and ability to craft a story
- Exceptional graphic design skills (layout of art and copy)
- Advanced knowledge of Adobe InDesign and experience with other Adobe Creative Cloud programs
- CRM experience
- Bachelor's degree in Marketing, Communications or related field
- Must be legally authorized to work in the United States for any employer without any restrictions or requirement of visa sponsorship now or in the future.
- Ability to work in a hybrid vaccinated work environment.

Our Purpose

Together, we design places that inspire people to learn, to cure, to heal to connect to community, to change the world and to dream...won't you join us?

DES Architects + Engineers has designed working, learning, and healing environments for our clients for 45 years. As a full-service design firm with offices in Redwood City and San Francisco, we provide creative and sustainable solutions that serve the needs of life science, tech, healthcare, education, and development communities.

Why Us?

DES is committed to the well-being of our employees and their families. In addition to offering competitive salaries and bonuses, we provide 100% company-paid employee medical, dental, vision and life insurance as well as short and long-term disability benefits. The company offers a robust 401k plan with a generous company match and profit sharing. We offer a collaborative, friendly fun environment for our employees to thrive in, while offering a multitude of creative perks that you will be sure to appreciate.

We welcome, recognize, celebrate and encourage diversity and inclusion in our workplace. Our teams are comprised of people with experiences from diverse backgrounds which helps us gain a fresh perspective while challenging our own thinking about design. We are proud to be an equal opportunity employer. All qualified applicants will be considered without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, protected veteran status, disability, or any other status protected by federal, state or local law.

PLEASE APPLY DIRECTLY AT: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/790210>