

PROPOSAL MARKETING COORDINATOR

The candidate will assist FFKR's Marketing Team in developing proposals and marketing materials, website maintenance, and reports intended to enhance the image and visibility of FFKR Architects.

Essential Duties and Responsibilities Include:

- Organizing pursuit teams from project kick-off through delivery of proposal and client interview.
- Interpreting proposal requirements, creating proposal outline, and assisting with preparing responses.
- Ability to schedule meetings with teams and lead discussions to reach decisions, action items, and next steps. Active listening and note taking.
- Coordinating proposal and presentation content, scheduling project milestones and reviews, incorporating redlines/edits, and working with project managers to ensure quality material is submitted and delivered.
- Utilizing creative talent and technical skills (in Adobe Creative Suite and Microsoft) for aesthetically pleasing graphic design and layout of proposal content, presentation materials, project profiles, resumes, and other marketing materials.
- Organization of materials. Following file structure and naming formats.
- Being responsive and communicative to the team, including closed-loop communication.
- Assisting with and contributing to ongoing marketing information, research, and editing of various marketing content.
- Under the direction of marketing leadership updating and maintaining website.
- Assisting with and contributing to other internal and external marketing activities, including pre-positioning marketing materials and event coordination as directed by leadership.

Education and Experience

- Bachelor's degree in graphic design, marketing, or communications.
- 1 year or more of experience.
- Experience in A/E/C industry preferred

Skills and Qualifications:

- Ability to be self-directed, work independently, efficiently, and take initiative
- Strong organizational skills and detail oriented
- Possesses good time management skills and ability to balance short-term deadlines against long-term goals
- Developed design skills, knowledgeable in Adobe InDesign with styles, templates, multi-page layout and implementing a defined brand standard
- Experienced in proofreading narrative for grammar, punctuation, and spelling
- Ability to communicate clearly in email or over the phone
- Flexible schedule to accommodate proposal deadlines

FFKR ARCHITECTS

- Willingness to learn more about A/E/C marketing and public relations, and able to obtain knowledge of FFKR's business, policies, procedures, programs, and capabilities
- Ability to learn to work with all types and levels of people
- Strong competency with InDesign, Acrobat, and Microsoft Office, Illustrator and Photoshop
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Knowledge of the following is a plus:

- WordPress
- Basic Photography

If you meet these qualifications, please send a letter of introduction, resume, and three samples of your work (in one combined PDF) to employment@ffkr.com. Enter "Proposal Marketing Coordinator" in the subject line.