

Marketing Coordinator for our MEP service line in our Raleigh, NC office. This is a great opportunity for a motivated and hard working individual to lead proposal efforts and be involved in business pursuits.

Responsibilities:

- Actively support pursuit/proposal efforts by producing proposals and oral presentations that are focused and responsive to state and local clients.
- Work in tandem with MEP Service Line leader and operations personnel to implement pursuit win strategies and appropriately incorporate sales messages.
- Write sales materials including basic project descriptions, résumés, corporate and practice overviews, etc.
- Capture and maintain sales materials in existing marketing databases.
- Meet all deadlines including overtime if necessary. Time management skills are essential to success.
- Lead service review/distribution.
- Organize conference participation, exhibit and marketing materials.
- Comply with our corporate standards to present a consistent appearance and style for all external marketing communications, including project descriptions, qualification packages, presentation graphics, proposals, résumés, leaflets, etc.
- Conduct web-based market research in support of business development and operations personnel.

Prerequisites:

- BA or BS degree in liberal arts.
- Previous experience in the A/E industry preferred.
- Prior experience with custom proposals for state and local clients and other miscellaneous proposal formats is preferred.
- Extensive MS Word and PowerPoint experience required.
- Experience with desktop publishing (InDesign preferred) or graphics software required. Possess good visual perception for proposal and presentation layout.
- Familiarity with DELTEK Vision and prior experience conducting database searches and queries desired.
- Prior web research experience preferred.
- Written and oral communication skills required.
- Ability to multi-task and effective time management skills.
- Interpersonal skills necessary.
- Position may involve working overtime as necessary to meet all pursuit deadlines.

For prompt consideration, please send your resume, cover letter and salary requirements by e-mail to jschoenkopf@dewberry.com, visit our website www.dewberry.com or mail to JS/DHR, 200 Broadacres Drive, 4th Floor, Bloomfield, NJ 07003. EOE.