

Marketing Coordinator

Overview

Hayden Consultants has an opening in our Dallas office for a self-motivated Marketing Coordinator to prepare a wide variety of proposals, prequalification documents, PowerPoint presentations, among other responsibilities. The candidate will work closely with the Business Development Manager, Principals, Project Managers, as well as collaborate with technical staff. The ideal candidate will be enthusiastic, driven and intrinsically motivated, with an ability to see a marketing project through from start-to-finish. Strong writing skills and attention to detail are desired. The ideal candidate will have 5 to 10 years of marketing experience in the AEC industry is preferred. Hayden seeks a committed, self-motivated, organized and detail-oriented individual who anticipates issues and thrives on creative, independent problem solving within a rapid, deadline-driven environment.

Requirements

- Bachelor's degree in Marketing, Communications, Business Administration, English or related field desired.
- Experience in the AEC industry a plus.
- Possess high degree of integrity, is outgoing, supportive, and a team player.
- Ability to work under tight deadlines with careful attention to detail.
- Ability to balance workload, prioritize and work on multiple projects simultaneously.
- Exceptional organizational and oral and written communication skills.
- Self-starter with the ability to work both independently and as a team member.
- Proven track record of success in marketing roles.
- Proficiency in Adobe Creative Suite (especially InDesign) and Microsoft Office Suite.
- Experience with Deltek Vision CRM preferred.

Responsibilities include but are not limited to:

- Research and communicate potential proposal opportunities; understand RFP requirements; develop and pro-actively manage task list and process; update and prepare documents (resumes, project write-ups, proposals, company services, matrices, SOQs, SF330 and other related documents); edit covers and graphics, assist in content development format, review, and edit final documents, coordinate subconsultant documents, produce final proposals; QA/QC all work products and ensure deadlines are met.
- Update/maintain various written marketing collateral including project sheets, resumes, award submittals, brochures, templates, media relations pieces and project interview content.
- Maintain CRM database including opportunities, projects, clients, and contacts.
- Provide all content for social media outlets for the company; continuously update the company website with active information.
- Update/maintain employee TxDOT precertification's.
- Assist with the planning and execution of company marketing events such as conferences, seminars, and other outreach events.
- Update/maintain vendor registrations.
- Ability to develop and maintain marketing budget and schedule of activities.
- Involvement with marketing professional societies or similar organizations to ensure continuous professional development.
- Participate in professional society events to promote networking and client relations.

Compensation/Benefits

Hayden Consultants offers a competitive salary and a comprehensive benefits package that includes:

- Employer Sponsored Medical Insurance
- Nine (9) Paid Holidays per year
- Three (3) Weeks Paid Time Off per year
- Business-Casual Work Environment
- 401k with Employer Match

How to Apply

Please send cover letter and resume to:

Hayden Consultants, Inc.
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www.haydenconsultants.com