



MARKETING COORDINATOR

Are you looking for the next step in your career with a firm that has received the San Antonio Express News Top Work Places and San Antonio Business Journal Best Places to Work awards for 10+ years? If so, RVK Architecture is the place for you! We are seeking a passionate, people-oriented marketing professional to join our team as a Marketing Coordinator! The Marketing Coordinator will collaborate closely with the Director of Marketing, RVK leadership, and technical personnel to compile and deliver high-quality RFQ submissions, brochures, and presentations for multiple market sectors.

Responsibilities

- » Prepare RFQ responses for prime and teamed opportunities and verify that all minimum requirements are met prior to submission
- » Support in the development of proposals (RFQs) and statements of qualifications (SOQs), collaborating with marketing, RVK leadership, and technical personnel
- » Write, proofread, and edit proposal content and boilerplate information, including cover letters, company overviews, technical staff resumes, project descriptions, graphics, organizational charts, etc.
- » Maintain, update, and design firm brochure templates for both general marketing and project-specific opportunities
- » Attend team kick-off meetings, support development of proposal outlines, compile components, capture technical information from subject matter experts, ensure deadlines are met, etc.
- » Work alongside the Director of Marketing to develop proposal-specific response strategies and cohesive messaging
- » Work closely with the Director of Marketing and technical personnel to address client hot button issues and communicate firm differentiators in all materials
- » Deliver proposal submittals and handle printing and production, when required
- » Prepare interview presentations and attend interview rehearsals, working alongside the Director of Marketing, RVK leadership, and technical personnel to develop strategies/messaging for each interview
- » Complete all the necessary proposal close-out activities including electronic filing, and updates of marketing collateral, proposal boilerplate, and Unanet CRM by Cosential
- » Assist with updating current Unanet CRM by Cosential client contacts and project histories
- » Attend pre-proposal meetings as requested
- » Maintain firm branding standards on materials and communications
- » Update social media information and create written/video content for social media platforms
- » Collaborate with in-house website manager to update website information, including banners, service pages, and blog
- » Develop relationships in the industry to help promote the firm and services
- » Participate in business development and promotional activities when requested
- » Other duties required to support the Marketing Department
- » Active involvement in professional and community organizations, including SMPS
- » Coordinate, schedule, and oversee project photography

Experience Required

- » Bachelor's Degree in English, Marketing, Business, Liberal Arts, Journalism or Communications preferred
- » 2-4 years of relevant experience preferred; willing to consider entry-level applicants with marketing backgrounds or other relevant skills necessary for this position
- » Interest or experience in the architecture/engineering/construction professions preferred



- » Knowledge of a wide range of software (Microsoft Office Suite and Adobe Creative Suite, particularly InDesign, Illustrator, and Photoshop)
- » Experience using a CRM database preferred (e.g., Unanet CRM by Cosential, Deltek) Excellent organizational skills and the ability to handle multiple tasks at a single time
- » Ability to meet strict deadlines and manage time effectively
- » Ability to work independently with little oversight
- » Must be detail-oriented
- » Excellent written and oral communication skills
- » Ability to work well with all internal and external clients
- » Ability to occasionally work nights and weekends to meet deadlines

Benefits

- » Salaried position; commensurate with experience
- » Bonuses
- » Profit sharing opportunities are reviewed twice a year
- » Professional development, including in-house mentorship program
- » Medical, dental, vision, and life insurance
- » Disability insurance
- » Paid company holidays
- » Paid PTO
- » 401(k) retirement plan
- » Charity and community involvement
- » Family-oriented culture

Contact

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*RVK is a drug-free workplace. RVK is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, sexual orientation, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by Federal, State and Local Law.