

Company: BKV Group
Location: Minneapolis, MN
Job Title: Marketing Manager
Reports to: Marketing Director

Our Story:

BKV Group is a holistic design firm, providing a full complement of architecture, engineering, interior design, landscape architecture, and construction administration services. Since 1978, BKV Group has created customized and innovation design solutions for clients, growing from a sole proprietorship into a diverse partnership with practice sites in Chicago, Dallas, Minneapolis, and Washington, D.C. Serving clients locally and nationally, BKV Group authors great design, provides thoughtful experience, and delivers on our promise to exceed our clients' expectations.

Description:

BKV Group seeks a Marketing Manager with 5+ years of related experience to join our Minneapolis, MN office in the North Loop. This position is focused on the Government sector of BKV Group, and will be asked to lead our proposal efforts nationally and locally, and spearhead conference planning efforts nationally and locally for this specific practice area. The candidate must have a strong background in proposal development, graphic design, conference planning, and copy editing. Extensive experience in Adobe Creative Cloud and Microsoft Office Suite is required. In reporting to the Marketing Director, the Marketing Manager responsibilities include:

- RFP workload assignments / Go/No-Go facilitation
- Lead proposal and interview coordination efforts of key pursuits
- Working with Marketing Director to schedule, coordinate, order, and prepare for local and national conferences including graphics, logistics, conference communications, and handouts
- Provide mentoring, training, and coaching to Marketing Team members in being considered a specialized expert within the Government sector
- Manage the undertaking of various database improvement projects, including assistance with work distribution among marketing team members
- Guide and enforce compliance with brand standards through templates and branding guides, working with the Marketing Director to develop new templates and refresh the visual brand as necessary
- Manage the development and maintenance of proposal elements including project sheets, resumes, standard text, diagrams, project timelines, and more
- Oversee and prepare award submittals and accompanying graphics and photos
- Help lead the scheduling, coordination, and organization of project photography
- Maintain website, in coordination with Marketing Team, to ensure it is current for news, projects, leadership, and other items as needed
- Assist with the ongoing maintenance of data including boilerplate and CRM, etc.
- Provide copy editing/proofing (or delegation of QA) of new business proposals, advertisements, and conference graphics
- Advise social media / digital marketing team

- Develop and maintain collateral materials including various Statements of Qualifications (SOQs) brochures, mailings, advertisements, presentations, tradeshow graphics, signage, etc. with an eye for branding and detail
- Assist with strategic development, in coordination with Marketing Director, of public relation pieces, writing, editing, and electronic distribution of various white papers, case studies, etc. for multiple uses
- Working with Marketing Director, create process documents for the department
- Participate in and contribute to marketing team member 90-day/annual reviews
- Additional marketing tasks and back-up of other responsibilities, as necessary

Qualifications:

- Bachelor's degree with concentration in marketing, communications, graphics or related field
- 5+ years related experience with a strong background in proposals, graphics, and copy editing
- Extensive experience in Adobe Creative Cloud and Microsoft Office Suite required
- Experience in professional services marketing required, preferably architectural, engineering, or construction-related
- Experience using sales or client relationship management tools (CRM) such as Deltek, Ajera, Zoho, Salesforce, or others
- Ability to work well with strategic management direction and provide strategic insight to tasks
- Must work well with team and variety of personalities
- Excellent organization, time management, and detail-oriented talents a must

With excellent benefits, competitive salaries and constant opportunities for growth, BKV Group gives you the tools to realize your creativity. If you have an interest in working with a diverse group of talented marketing professionals and enjoy collaboration and challenges, we'd like to talk with you. Please submit your resume. Please indicate desired position and location in e-mail subject line.

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