

Job Title: Marketing Coordinator**FLSA Status: Exempt****Reports To: Marketing Director**

SUMMARY

BKV Group is a full-service architecture, engineering, interior design, landscape architecture, and construction administration firm with offices in Chicago, Minneapolis, and Washington, DC. The marketing department supports all offices and strategic growth nationwide.

Primary Responsibilities:

- Read, coordinate, draft and prepare strategic winning proposals with business development and technical staff using proposal process.
- 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.
- Develop and maintain, in cooperation with the Marketing Team, proposal elements including project sheets, resumes, case studies, etc.
- Maintenance of and compliance with brand standards through templates and branding guides.
- Assist with the ongoing maintenance of data including boilerplate and CRM, etc.
- Provide copy editing/proofing on all marketing materials.

Secondary Responsibilities:

- Schedule, coordinate, order, and prepare for conferences including graphics, logistics, conference communications, and handouts.
- Prepare award submittals and accompanying graphics and photos.
- Facilitate strategic placement of social media through multiple channels including researching potential posts, writing, editing, posting, etc.
- Manage promotional items and associated artwork.
- 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.
- Schedule, coordinate, and organize project photography.
- Maintain website, in coordination with Marketing Director, to ensure it is current for news, projects, leadership, and other items as needed.
- Additional marketing tasks and back-up of other responsibilities, as assigned.

Job Requirements:

- Bachelor's degree with concentration in marketing, communications, graphics or related field.
- 3-5 years related experience with a strong background in proposals, graphics, and copy editing.

- Experience in architectural, engineering, or construction environment strongly preferred, but not required.
- Extensive experience in Adobe Creative Suite and Microsoft Office Suite required.
- 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.