



Career Profile: Marketing Coordinator

Description: RITOCH-POWELL & Associates (RPA) has a rewarding and challenging opportunity for a Marketing Professional to join our Phoenix, Arizona office. This position is full-time, allows for creative freedom, and provides benefits (medical, dental, vision, 401k, PTO). This role will work in tandem with our marketing and business development team to provide public and private sector support responsibilities. The ideal candidate will be creative, self-motivated, proactive, and detail-oriented, have strong organizational, business and proposal writing, editing and proofreading skills, proficient in graphic design software and capabilities, and possess the ability to work in a fast-paced environment.

Primary Responsibilities:

- Conceptualize, research and produce marketing materials, proposals, promotions and presentations
- Assist Project Managers and Marketing Coordinators on a variety of assignments, including facilitating RFP/RFQ responses, gathering, writing, and editing resume information and project experience, assisting with complex forms, and compiling additional materials necessary for marketing proposals, award submissions, and other collateral
- Prepare qualification packages and regional prequalification and subconsultant packages (resumes, project experience, certifications, etc.) as assigned (i.e., InDesign documents, SF 330 forms, etc.)
- Write non-technical text, edit, and proofread all marketing communications
- Assist in gathering information from subconsultants and perform some subconsultant coordination duties
- Provide storyboarding and message development for strategic pursuits
- Create, update, and maintain project, employee, and client data in Deltek Vision (marketing database)
- Be responsible for timely production and quality of marketing communications
- Collaborate with internal client managers, marketing and business development team, and technical staff in the development of marketing strategies, outreach, and approaches
- Create graphics for proposals, events, brochures, and other corporate marketing materials
- Track leads and upcoming RFPs
- Additional duties as assigned

Required Qualifications:

- Minimum of 5 years of proposal experience (A/E/C industry experience is a MUST)
- Strong organizational, writing, editing, and proofreading skills
- Detail-oriented, organized, collaborative, and flexible
- Proficient in Adobe Creative Suite, in particular Illustrator, InDesign, and Photoshop
- Proficient in Microsoft Office Suite, including Word, Outlook, Excel, and PowerPoint
- Familiarity with Prezi web based software is a plus
- Ability to work and manage projects both independently and collaboratively with diverse teams, marketing department, technical managers and project staff
- Excellent time management skills
- Ability to work under tight deadlines and handle multiple assignments concurrently
- An attitude and commitment to being an active participant of our employee-owned culture is a must

Desired Qualifications:

- Bachelor's Degree in Marketing, Journalism, Communications, English or related degree
- Database management experience
- Experience with Deltek/Vision
- Social media planning and posting experience
- Local candidates preferred