

Marketing Specialist

Dibble CM is a Phoenix-based construction management company that specializes in providing valued resources for federal, state and local public agencies throughout the State of Arizona. We are seeking an enthusiastic, detail-oriented Marketing Specialist to join our growing team. This position supports the business and operational goals of Dibble CM through a variety of marketing activities.

Summary

Dibble CM's Marketing Specialist will collaborate with the team for corporate marketing activities including public relations, digital marketing, marketing communications, photography, videography, marketing materials, and more. The successful candidate will also be responsible for tracking upcoming proposals and collaborating with our staff to ensure that each SOQ, proposal and submittal receive the dedicated attention they need to secure a win.

Accountabilities

- Coordinate, develop, organize, write non-technical text, review and edit proposals, statements of qualifications, qualification packages, interview presentations, award submittals, brochures, and e-marketing campaigns, etc. ensuring quality and conformance, including grammar, clarity and production.
- Work with the team to coordinate day-to-day activities that lead to the completion of marketing-related projects and tasks.
- Maintain database in Deltek Vision.

Qualifications

The ideal candidate will enjoy working in a team-oriented environment and have a strong commitment to the values of Dibble. The individual will have strong writing and editing skills with attention to detail and the ability to interpret technical information and adapt it to a non-technical audience with a client-oriented focus, handle multiple, simultaneous assignments, and meet tight deadlines, providing a consistent level of quality and accuracy. The successful candidate will have a professional demeanor with positive, solution-seeking attitude, and a high degree of organization and personal responsibility.

Experience and Education

- A.S. or B.S. in Marketing, Communications, Journalism, or equivalent experience.
- Minimum five years of marketing experience, preferably in the A/E/C industry.
- Experience with managing projects and serving in a support role, working collaboratively with team members, including technical staff, marketing staff, and others
- Proficiency with Adobe Creative Suite including InDesign, Illustrator, Photoshop, Acrobat
- Proficiency with MS Office Suite Word, Excel, and PowerPoint
- Working knowledge of Deltek Vision, Hootsuite, SharePoint
- Must have a valid driver's license.

Benefits

- 100% premium-paid major medical, dental and vision coverage for employees and their families, life, short-term disability, long-term disability, a 401(k) plan with match and no waiting period, generous paid time off, 7 paid holidays, and tuition reimbursement programs including some that dependents are eligible for!
- Our people-focused culture is important, and we consider our employees to be our greatest asset. This culture is why we have so many long-term employees with our firm. Our employees enjoy an industry-leading benefits program, the ability to balance their home and work life, opportunities for growth and development, company activities, and various opportunities to give back through community service.

READY TO JOIN OUR TEAM? If you feel that you would be right for this Marketing Specialist position, please fill out our initial **3-minute, mobile-friendly application which you will find on our web site.**

We look forward to meeting you!

Dibble CM is an EQUAL OPPORTUNITY EMPLOYER