

Senior Marketing/Proposal Specialist, Boston, MA

JOB DESCRIPTION

The Senior Marketing/Proposal Specialist will lead the pursuit process, communicate effectively and produce high quality work in a deadline driven environment. He/She will prepare high—impact proposals, presentations and qualifications statements for public sector and private clients. This position will also update and maintain all corporate marketing materials, including: bios, brochures, project sheets; manage all public facing marketing tools including website and social media; develop email marketing campaigns and perform general marketing administrative duties. Prior experience in the AEC industry desired.

RESPONSIBILITIES: (Other Duties May Be Assigned)

PROPOSALS

- Lead proposal development process including managing the pursuit schedule, response outlines and ensuring compliance with Request for Proposals (RFP's)
- Coordinate, develop, format and review content for statements of qualifications, presentations and other related materials
- Write, edit, format and maintain proposal content including project profiles and resumes
- Manage proposal document production (printing, binding, shipping, CD production etc.)

CORPORATE MARKETING

- Coordinate and prepare content for presentations, brochures, trade shows, meetings etc.
- Develop content for and update website and manage social media channels
- Create client email campaigns
- Maintain internal opportunity tracking/proposal development systems
- Coordinate/lead semi-monthly marketing meetings

REQUIRED SKILLS & ABILITIES:

- Excellent written and verbal communicational skills
- Strong interpersonal skills. Candidate should enjoy working with different personality styles and management levels, both in person and across geographies
- Proven time and project management skills. Must be able to manage multiple projects and priorities simultaneously and be quality and deadline driven
- Strict attention to detail; ability to review and edit content for clarity, grammar and proper use of technical and industry terminology
- Resourceful, self-starter who is able to work independently and as part of a team
- Must thrive in a fast-paced environment

EDUCATION and/or EXPERIENCE

- BA/BS degree
- 7+ years of related experience
- Prior experience developing RFP/RFQ responses desired
- Prior experience in the AEC industry preferred

COMPUTER SKILLS

- Extremely proficient in Microsoft Office including PowerPoint, Excel and Word and Outlook
- Experience with InDesign or other desktop publishing software a plus
- Previous experience with Deltek a plus

ABOUT BRYANT ASSOCIATES

Founded in 1976, Bryant Associates, Inc. (Bryant) is an MBE/DBE professional consulting firm that provides civil, structural and traffic engineering, water resources, construction management and surveying services to public and private clients throughout the Northeast, Midwest and Mid-Atlantic regions. We're headquartered in Boston, MA with offices in Baltimore and Landover, MD; Lincoln, RI; and Louisville, KY. For more information please visit www.bryant-engrs.com or follow us on twitter @BryantEngineers.

EEO/AA – Bryant Associates does not sponsor visas. Candidates must be eligible for employment in the United States of America.



BENEFITS

HEALTH INSURANCE

- MEDICAL AND DENTAL
- VOLUNTARY VISION CARE
- FLEXIBLE SPENDING ACCOUNT

OTHER INSURANCE

- LIFE INSURANCE
- ACCIDENTAL DEATH AND DISMEMBERMENT
- EMPLOYEE ASSISTANCE PROGRAM
- VOLUNTARY LONG-TERM CARE

RETIREMENT

401(K) PLAN

TIME OFF

- 10-PAID HOLIDAYS
- PAID VACATION
- SICK LEAVE
- SHORT-TERM/LONG-TERM DISABILITY
- MILITARY LEAVE
- JURY DUTY LEAVE

CAREER DEVELOPMENT

- TUITION REIMBURSEMENT
- PROFESSIONAL REGISTRATION LICENSING AND CERTIFICATION FEES REIMBURSEMENT
- PROFESSIONAL MEMBERSHIP DUES REIMBURSEMENT
- PAID EMPLOYEE ATTENDANCE AT CONFERENCES/SEMINARS