



**Title:** Marketing & Proposal Coordinator

**Firm:** Cox|McLain Environmental Consulting, Inc. (CMEC)

**Location:** Austin, Houston, or Irving, Texas

**Job Description:** CMEC is looking to fill a Marketing & Proposal Coordinator position. This position will support professional staff (biologists, historians, archeologists, etc.) located in our Austin, Houston, and Irving, Texas, and Tulsa and Oklahoma City, Oklahoma offices, with the proposal development process from start to finish. Responsibilities include, but are not limited to, preparing proposals and presentations, organizing/updating database of project information, coordinating meetings, and writing proposal material from scratch. The ideal candidate must have excellent interpersonal skills, be able to work well with diverse employees, be detail-oriented, and proficient in desktop publishing, such as InDesign and Adobe Acrobat. BA/BS in marketing or environmental or cultural resources technical degree, with proposal preparation experience preferred. The Marketing & Proposal Coordinator duties include, but are not limited to the following:

- Coordinate all proposal material (graphics, text, forms, formats, sub-consultant materials) for final deliverable; in-house printing and binding as required.
- Organize and format proposal sections/pages.
- Develop additional support materials (e.g. presentations, awards submissions, and more).
- Maintain catalogs of resumes, project information, and photography
- Manage correspondence with teaming partners during proposal process
- Produce high quality final proposal submission.
- Maintain library of proposal material including documents and photos
- Develop PowerPoint presentations and other presentation materials for client presentations.
- Research and prepare award submissions.
- Review, organize, and edit written documentation to improve clarity.
- Engage relevant internal and external team members to obtain information required to develop proposal content.
- Provide final quality control check, including proofreading for grammar, request for proposal compliance and conformance to established strategies and plans.
- Update leads, resumes, project descriptions, and text libraries in marketing database.
- Ability to collaborate with Project Managers and relevant team members in the proposal preparation process.
- Assist in the development of other marketing tools such as brochures, company website, etc.
- Coordinate with technical staff to develop, research, track, and follow-up on leads.
- Participate in strategic planning that includes evaluating marketing intelligence, identifying customer concerns, and key issues, and developing win strategies.



- Attend industry functions to generate new leads.

A full-time or part-time position will be considered. Compensation will include a competitive salary and benefits package (full-time includes health, vacation, profit sharing, etc.).

**Qualifications:**

- Minimum of 3 years of experience in an office setting creating proposals; work within the architecture-engineering-environmental consulting industry a plus
- BA/BS degree in related field (environmental science, history, archeology, planning, anthropology, business, marketing, etc.) preferred, other relevant degrees such as Communications, Journalism, and English are acceptable.
- Experience working in a deadline-driven environment; ability to prioritize and work multiple tasks under deadline.
- Exhibits high energy, enthusiasm, positive attitude; articulate and confident
- Strong proficiency in writing, editing, proofreading, and layout skills
- Experience in proposal preparation and proposal management (up-front planning, win strategy development, proposal design and review)
- Proficient using and applying Adobe Photoshop, Adobe InDesign, and Microsoft Office;
- Strong organizational skills and the ability to multi-task and prioritize, self-schedule, and be detail and deadline oriented)
- Exceptional written and verbal communication, and collaboration skills
- Must be able to independently manage a challenging workload when faced with unexpected changes in priorities and deadlines.

If you are interested in a challenging and rewarding opportunity with a growing firm, please e-mail (in PDF, RTF, or MS Word format) a cover letter, resume, and contact information for three references to [jobs@coxmcclain.com](mailto:jobs@coxmcclain.com). CMEC is an Equal Opportunity Employer.

**Website:**

[www.coxmcclain.com](http://www.coxmcclain.com)

**Contact:**

Email: [jobs@coxmcclain.com](mailto:jobs@coxmcclain.com) (include **Marketing & Proposal Coordinator 2019** in subject Line)

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