

MARKETING MANAGER

The Greenbusch Group is a specialized, multi-disciplinary engineering and consulting firm established in 1989, located in the Interbay/Ballard neighborhood of Seattle, Washington.

We currently have an opening for a Marketing Manager in our Seattle office. This position will start out working remotely, and as COVID 19 gathering rules evolve, will move to an in-office, flexible schedule.

Job Responsibilities:

- Manage the Proposal and AE Roster development process: writing, formatting, editing, production, and submissions.
- Prepare and write quals packages, resumes, project descriptions, and other marketing materials.
- Work with technical staff to develop technical proposal (RFQ/RFP) sections.
- Lead Management and Lead Tracking: Identify and outreach for project and teaming opportunities in collaboration with Principal group.
- Plan marketing activities and maintain marketing calendar to track submittals and task deadlines.
- Assist leadership in developing marketing strategies, identifying target markets, and new growth potential.
- Initiate and develop contact with potential clients and work with principals to secure new clients and projects.
- Generate and coordinate information for Social Media platforms and Website updates.
- Delegate and coordinate tasks with other personnel.
- Coordinate with specialized consultants (web developer, etc.).
- Plan and coordinate special events.
- Manage client-contact program.
- Participate in professional and community organizations, such as SMPS.

Skill Set:

- Proficient with Adobe Creative Suite (particularly InDesign) and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Detail oriented with excellent organizational, time management, communication, and interpersonal skills.
- Ability to work effectively within a collaborative team environment.
- Ability to independently manage multiple parallel tasks and deadline schedules.
- Familiarity with CRM and database management.
- Strong understanding of A/E/C industry terminology and procedures.

Education/Certification requirement:

- Bachelor's degree with minimum of 2 years of A/E/C experience recommended.

Benefits:

Generous compensation benefit package including competitive salary; fully paid medical, dental, vision, life insurance; SARSEP; flexible schedule with remote work options; PTO; and annual discretionary bonus for all employees.



This is a permanent full-time position.

Other position details:

- US Citizenship or appropriate work visa is required.
- Electronic submission of a resume and work examples should be sent to: info@greenbusch.com.

Greenbusch is an equal opportunity employer, and all qualified applicants will receive consideration for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

