

MARKETING/PROPOSAL COORDINATOR

DENVER, COLORADO

JOB DESCRIPTION

The Marketing/Proposal Coordinator will be responsible for supporting the marketing department and creating compelling and successful responses to Requests for Proposals. This person will report to the Marketing Director, supporting activities that are creative, engaging, and appropriate for each project. It requires skill at working within proposal schedules and deadlines, working well with a variety of personality types, as well as high attention to detail in review and proofreading. The ideal candidate will have hands-on experience in developing and generating qualifications for the A/E/C industry.

DHM Design is an employee-owned planning and landscape architecture firm that provides a range of services, including landscape architecture, land planning, graphic design and environmental planning to clients nationwide. We have 4 offices located in Denver, Carbondale, Durango, and Bozeman. With a comprehensive ecological services division, we approach each new project with a grounded, site-based, and locally-focused perspective. Our own philosophy of stewardship will complement the ecologically based design ethic already established in the region.

LOCATION

This position is in-person, at our Denver studio, located on the third floor of a century old brick Ford Motor building, overlooking the Broadway Station light rail and the expansive view of the Rocky Mountains.

EDUCATION

Bachelor's Degree in Communications, Marketing or equivalent experience.

SALARY

Salary for this position ranges from \$50,000-\$55,000 per year, commensurate with experience.

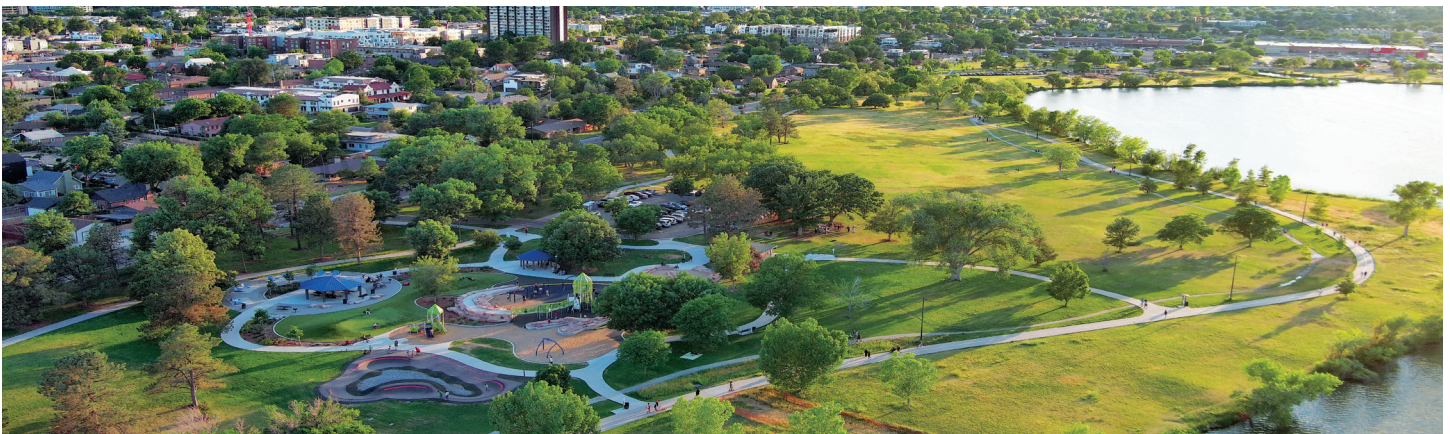
EXPERIENCE LEVEL

We are searching for a well-rounded person for a supporting role on all aspects of the marketing and proposal process.

- Knowledge of proposal development in the design, construction or engineering industry
- Proficient with Adobe Creative Suite, especially InDesign, for RFP response document layout; ability to apply graphics and layout for an engaging design within our current brand conventions
- High attention to detail
- Engages in marketing and communication projects: interview prep, newsletters, website content, award submissions, photography, press releases, social media, and event coordination
- Works well with highly structured timelines and deadlines
- Strong listening skills and overall communication skills, both written and verbal
- Capacity to be responsible, flexible and accountable, with the ability to multi-task, adapt and prioritize to meet multiple concurrent deadlines
- Ability to coordinate with internal and external team with professionalism and patience

HOW TO APPLY

Please submit the following: Single PDF under 10 MB with cover letter and resume to dhmresumes@dhmdesign.com and note "**Marketing Coordinator**" in the subject line. No phone calls please. *DHM is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.*



DENVER STUDIO CULTURE

Surrounded by expansive views to the Front Range, our third-floor studio is a sunny space where creativity blooms.

Our historic brick building originally housed the Model-T production line for the Ford Motor Company until it was renovated to support creative industries, including architects, web developers, engineers and us! Located at the junction of I-25, Broadway, the South Platte River and RTD Light Rail, we are centrally located to walk, bike or drive downtown or out of town for adventure.

Whether it's taking a walk to Taco Tuesday at Adelitas, grabbing groceries at the Sprouts that's a block away, or complimentary snacks in the kitchen, we understand how important camaraderie and convenience are to the work/life balance. Our schedules are flexible to accommodate early risers or childcare and we provide formalized programs for continuing education, mentorship and socializing. With montly events, annual Rockies games and participation in organized srots, there's never a dull week.

The Mile High City offers year-round activities, from neighborhood street fairs to concerts at Red Rocks to the largest annual Stock Show in the country. We are a short drive to the mountains of Colorado where you can ski, hike or ride your mountain bike. If you are more of a spectator, we are only minutes away from professional football, basketball, and hockey. We take excursions to project sites as a group and visit local attractions like Meow Wolf for creative inspiration. Our staff all strive to volunteer within the community to support local causes and events, and work with organizations to make our world a better place.

We are committed to providing the highest level of design and professional growth while also maintaining the active, mountain west lifestyle that is part of who we are and where we live.

We look forward to making you a part of this team!

