**JONES EDMUNDS & ASSOCIATES, INC.**

**JOB DESCRIPTION**

**JOB SUMMARY:** The Senior Communications Coordinator, also known as a Senior Proposal Coordinator, will implement established procedures for the preparation and implementation of materials for client, potential client and public submittals, presentations, and proposals. The Senior Proposal Coordinator is a professional who has extensive background in the engineering consulting industry (or an industry very similar) thereby leading the preparation of high-quality proposals, presentations, and marketing materials, as well as making decisions on proposal matters for the company as a whole. This person is responsible for writing new material, rewriting existing material to emphasize marketing themes, collecting and compiling information from project team members, and interviewing staff to customize résumés and project descriptions to meet proposal requirements and messaging. This individual works with little supervision and will train and mentor staff, as well as work with the Department Manager to collaborate on current and future needs of the department.

**ESSENTIAL JOB FUNCTIONS:**

* Leads the development and production of successful marketing efforts, including complex proposal submissions, presentations, pre-qualification packages, and other marketing materials to meet client requirements and best represent Jones Edmunds brand.
* Manages workflow, establishes procedures and guidelines, training and supervising staff.
* Writes and rewrites persuasive copy in a technical setting. Trains and mentors’ junior staff in the skills of technical writing.
* Develops schedules for assignments, prioritizes, and multitasks to meet strict deadlines.
* Writes, edits, and formats document drafts.
* Collaborates with staff throughout the Company to write, organize, and compile marketing information, including project descriptions, résumés, and photos, for use in marketing efforts.
* Creates visually appealing and effective proposals and presentations using MS Word, MS PowerPoint, and Adobe Photoshop, Illustrator, and InDesign.
* Responsible for making sure marketing information in Deltek Vision database is being updated and maintained as necessary.
* Assists with proposal debriefs.
* Conducts market research to support business development and marketing initiatives for existing and potential clients.
* Assists with other marketing requests as needed; responsible for disseminating work to make sure marketing needs are met.

Please note: As a federal contractor, a COVID-19 vaccine is required to work at/on our job sites subject to legally required accommodations

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Education: BA/BS English, marketing, journalism, advertising, or similar majors preferred. Professional experience may be substituted in lieu of degree.

Experience: 8 years of marketing, advertising, or related writing experience in the engineering industry. Proficient with MS Word, MS PowerPoint, and Adobe Creative Suite.

Other: Preference for candidates with knowledge of A/E (Architecture and Engineering)