

## Marketing Coordinator

Join our team and experience all that Robert A. Bothman Construction has to offer!

We are looking for a high-energy thinker-doer who loves to get things done and wants to join a team of smart, creative people. The Marketing Coordinator at Bothman Construction will play a crucial role within our marketing and business development department. Our ideal candidate will have excellent writing and communication skills and be social media savvy with attention to detail. The company looks for people who can grow, think, dream and create. At Bothman, it's about each person bringing skills and passion to a challenging and constantly evolving game. We bring the most innovated construction methods together with great people and build the best athletic facilities and construction projects in the world.

### Job Description:

Support Company established secured revenue goals by facilitating sales efforts through research, client contact, and database management, developing sales collateral, and pursuing network opportunities.

### Responsibilities:

Typical responsibilities, but not limited to the following, are:

- Manage Business Development/Marketing processes for the company, including potential client research, initial, and follow-up contact.
- Assist with CRM management with the Business Development Team
- Coordinate and/or process all company Website change and updates as well as follow up on all email company inquiries.
- Maintain public relations programs which promote the Company's services. (Social media, Press releases for major projects, awards, community service, etc.)
- Oversee and coordinate all promotional advertising.
- Develop and oversee project photography program, including professional and in-house photography.
- Coordinate trade show participation and exhibit preparation and updates. Attend tradeshow and coordinate other company attendees.
- Coordinate all company promotional events and oversee all promotional activities and purchases.
- Assist in preparation of presentations and written proposals for negotiated projects.
- Develops proposal process by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Process pre-qualification documents, RFQ and RFP responses.
- Maintain and update experience statements.
- Develop and maintain Company personnel resumes.
- Provide support to the Business Development Team.
- Provide support to Preconstruction Team.

### Preferred Qualifications:



- Four to six years of experience in proposal development, preferably within the A/E/C industry
- B.S. or B.A. degree with emphasis in Marketing, or equivalent.
- Ability to read, comprehend and execute proposal instructions and responses, tailoring responses to effectively communicate proposal strategy
- Works well under pressure with tight deadlines
- Possesses strong interpersonal and collaborative skills
- Must have strong organizational, writing/editing, written and oral communication skills.
- Extensive experience working with Microsoft Office (Word, Excel, Outlook and PowerPoint and Adobe Acrobat
- Graphic skills including InDesign and Adobe Suite expertise
- Construction industry background is a plus.

We offer excellent benefits including medical, dental, vision, 401K and competitive salary. E.O.E. We offer excellent benefits including medical, dental, vision, 401K and competitive salary. E.O.E.

Must be authorized to work in the U.S.

Robert A. Bothman will not sponsor an employment visa (e.g. H1-B etc.) for this position

Robert A. Bothman provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Robert A. Bothman complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all our job openings.

### **About Bothman Construction**

Robert A. Bothman Construction is a full-service, family-owned construction and general engineering company with offices in California and Hawaii. Founded in 1978, we are a recognized industry leader offering a full complement of pre- construction and construction services for public, commercial, industrial and privately-owned projects. Our expertise covers a wide range of construction and general engineering specialties including: Sports & Recreational Facilities, Educational Facilities, Site Development & Heavy Engineering, Structural & Architectural Concrete, Solar & Renewable Energy, Stormwater Management and RABcrete™ Pervious Concrete. We believe in providing exceptional value and service to all of our clients and believe that dedication and hard work is the key to unlocking our continued growth and success.

Our headquarters are located in Santa Clara, California.

To apply, please email your resume and cover letter to [jobs@bothman.com](mailto:jobs@bothman.com)