Marketing Coordinator

KoningEizenberg is a Santa Monica based team of architects, planners and designers that actively engage social and physical context to make architecture that counts by amplifying opportunities hiding in plain sight. We are a collaborative team interested in growing our expertise and influence to shape sustainable neighborhood and community settings. We are looking for a motivated person to support the office in the preparation of marketing and business development materials working in tandem with in-house graphic designer.

Primary Responsibilities

Branding & Communications
- Develop and manage the production of all branded collateral, both physically and digitally (brochures, mailers, quarterly E-blasts through Mailchimp, website, social media, architecture platforms, etc.)
- Promote Firm and employee achievements across all platforms
- Maintain an internal CRM database that includes project data, personnel information, marketing campaigns
- Coordinate with KEA’s outside PR Firm in pursuing relevant publications and opportunities
- Coordination of all photography for office

Opportunity Tracking
- Opportunity tracking information for RFPs and RFQs including analysis of firm compatibility
- Strategic approach to pursue leads and contacts for potential work
- Lead tracking across all marketing in coordination with leadership

Pursuits
- Develop content, craft and write proposal and qualification packages and coordinate submissions (internally with leadership and with outside consultants)
- QA/QC all pursuit materials, coordinate logistics of printing and delivery
- Deliver top-quality, on-time, effective proposals, qualification packages, and presentations
- Develop interview materials and help team members prepare as needed

Award Submissions
- Track award submission deadlines that are relevant to the firm
- Develop and manage awards submissions with in-house graphic designer

Conferences & Events
- Track annual conferences and events in coordination with the leadership team
- Assist thought leaders in the development of proposals for speaking opportunities
- Coordinate development any collateral or graphics (banners, leave-behind brochures, etc.) with in-house graphic designer

Qualifications/Expectations
- Degree in business, marketing, communications, or a related field
- Demonstrated knowledge and experience in the writing, design and execution of marketing materials, preferably in the A/E/C industry
- Preferred proficiency in Adobe Creative Suite (InDesign, Photoshop, and Illustrator), MS Office (PowerPoint, Word, and Excel), G Suite (gmail, google docs, google sheets) and Deltek Vantagepoint
● Strong graphic, tailored writing that reflects consistent branded writing styles and proofreading skills
● Ability to manage multiple deadlines, calendars, and tasks
● Strong oral and written communication skills with consistency on tight deadlines

Submission Requirements
● Please email resume, portfolio, and writing samples to info@kearch.com and make sure the subject line reads “Marketing Coordinator Position”