



Renaissance Companies invites you to be part of our team and culture!

As a Renaissance Marketing Coordinator, you will work with the Director of Marketing and the Business Development team. You will be responsible for the coordination and creation of proposals, promotional material (i.e. brochures, project case studies, social media accounts, etc.), maintaining the website, implementation and coordination of Cosential (A/E/C CRM Program) and the gathering of research and data on the A/E/C market. Marketing Coordinator must have an eye for design, attention to detail and strong writing/editing skills.

Renaissance Companies culture requirements:

- Listen first, talk second
- Open and effective communicator
- Innovative
- Problem solver
- Sense of urgency to get things done
- Consider our profession challenging and fun
- Value the success of your team first
- Be a contributor

Marketing Coordinator responsibilities shall include:

- Update brochures and other promotional material monthly
- Create and follow up on project information sheets as projects close
- Coordinate and maintain Renaissance resumes for proposals
- Process and create project case studies
- Coordinate and assist with Raving Fans efforts (organization that assists with Renaissance's culture and organizes employee events)
- Coordinate and maintain boilerplate writing for proposals and requests for qualifications
- Maintain leads list and assist with the go/no-go process
- Coordinate press releases for new Renaissance projects, employee hires, awards, etc.
- Create and maintain company newsletter (internal & external)
- Update lobby television with new projects and company news
- Update and maintain social media accounts (Instagram, Linked In, Facebook)
- Maintain an organized a digital filing system for proposals, requests for qualifications, and brochures
- Coordinate and follow up on proposals as needed
- Maintain the CRM database (Cosential)
- Coordinate promotional and employee product orders, input costs in excel spreadsheets, and keep promotional and employee product room stocked.
- Assist Director of Marketing with the coordination of company events
- Represent the company at various A/E/C events (when needed)

Qualifications:

- Education - It is preferred to have a four (4) year business, marketing, communications, graphic design, or related degree.
- Technical – Experience with Microsoft applications, Adobe creative suites (i.e. InDesign, Illustrator, Photoshop), and CRM program (preferably Cosential)

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**| AZ ROC 111575 B-01 | AZ ROC 291372 KB-01 | CSLB 992976 |**



**RENAISSANCE  
COMPANIES**

- Strong written and verbal communication skills
- Ability to operate under tight deadlines
- Ability to build relationships with clients in the A/E/C industry
- Sound judgement and confidentiality
- Ability to manage last minute and urgent requests
- Strong analytical and problem-solving skills
- Demonstrates an eye for design and attention to detail
- Previous commercial real estate experience is a plus

Should you feel that you would like to apply for this position to be part of the Renaissance Companies culture and experience and also as a member of the Renaissance Companies Team, please submit your resume, project experience and references to [elugo@renaissancecos.com](mailto:elugo@renaissancecos.com). Please log on to our website to learn more about Renaissance Companies at [www.renaissancecos.com](http://www.renaissancecos.com). Thank you.