

MARKETING COORDINATOR

CULTURE

1. Listen first, talk second.
2. Be an open and effective communicator.
3. Embrace being innovative.
4. Approach every challenge with a positive attitude and be a problem solver.
5. Perform tasks with a sense of urgency.
6. Have a love for commercial real estate and consider it challenging and fun.
7. Value the success of your team first.
8. Be a contributor.

JOB OVERVIEW

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, some graphic design capabilities, and strong writing/editing skills.

RESPONSIBILITIES

- Update brochures and other promotional material monthly.
- Continue implementation of Renaissance's CRM program, Cosential.
- Create and follow up on project information sheets as projects close.
- Coordinate and maintain Renaissance resumes for proposals.
- 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.
- 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

Four (4) Year Business or Marketing Degree
Minimum one (1) Year of Experience.
Commercial Real Estate Experience a Plus.
Proficient in Adobe Creative Cloud Suites.
Proficient in Microsoft 365.
Proficient in CRM Program, Cosential.

SKILLS

Excellent Verbal and Written Communication Skills.

Ability to Build Relationships with Clients in the A/E/C Industry.

Proficient Time Management Skills and Organization to Meet Strict Deadlines.

Sound Judgment and Confidentiality.

Strong Analytical and Problem-solving Skills.

Demonstrates an Eye for Design and Attention to Detail.

Previous Commercial Real Estate Experience is a Plus.

CONTACT

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