



MARKETING COORDINATOR

GWWO seeks a collaborative and nimble marketing professional eager to grow their skillset.

Are you an enthusiastic team player ready to learn and grow your marketing skills in a dynamic, fast-paced, and collaborative environment? The GWWO marketing team is a respected and integral part of the firm's strategies and success. We seek a versatile team member to collaborate, innovate, and execute with us!

Your primary focus will be on the development of customized proposals and interview presentations in collaboration with the senior marketing team members and the firm's leadership and staff. As a researcher, writer, editor, organizer, data miner, illustrator, producer, and more, you will wear many hats to develop and produce well-thought-out and elegantly executed deliverables that help the firm win work. You may also help to plan and implement social media and website content; support other marketing, business development, and communications efforts; and support firm production and administrative activities.

Primary Responsibilities:

- Review RFPs within target markets and summarize salient points for go/no-go meetings
- Represent the firm at pre-proposal and related meetings for potential projects
- Conduct online research to inform pursuit strategy
- Schedule, inform, and actively participate in pursuit strategy meetings
- Conceive, develop, edit, and produce proposal and presentation materials
- Research and recommend potential consultant team members
- Solicit, review, and integrate consultant materials into proposals and presentations
- Conduct compliance reviews (RFP requirements, brand standards, etc.)
- Schedule, conduct, and report on proposal debrief meetings
- Write, maintain, and catalog the firm's core collateral materials
- Maintain the firm's CRM database
- Generate weekly marketing reports and monthly firm-wide updates

Qualifications:

- 2-6 years of experience in marketing, communications, or other role involving persuasive writing; AEC industry experience preferred
- Enthusiastic, self-motivated team player willing to learn, pitch in, and help with a variety of efforts
- Confident verbal communicator in person and on the phone
- Skilled writer, proofreader, and editor with superior attention to detail
- Excellent organizer and time manager able to independently prioritize and manage simultaneous efforts
- Ability to work successfully in a deadline-driven environment
- Proficiency in Adobe InDesign and Microsoft Office applications
- Physical requirements: Visual review of documents, typing, driving

The selected candidate will work in GWWO's Baltimore office. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

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About GWWO:

GWWO specializes in the design of cultural and educational projects with emphasis on responsible design that is inspirational, evocative, and progressive. The firm's design excellence has been recognized with over 150 local, state, and national awards, including the 2023, 2021, and 2020 AIA Maryland Public Buildings of the Year. A selection of our most recent achievements includes Honorable Mention in the *Architect's Newspaper's* Best of Practice Awards for Large Firm - Northeast; ranking by *ARCHITECT Magazine* as a top firm in sustainability two years running; designation as a leading designer of museums, galleries, and cultural facilities by *Building Design + Construction*; and dozens of Best Places to Work awards. We currently employ a team of 70 and recently moved to new offices in McHenry Row in Baltimore's Locust Point neighborhood. We are an equal opportunity employer.

Benefits:

Benefits currently offered by GWWO include a 401(k) plan with employer contributions; medical, dental, and vision insurance; pre-tax medical and child-care reimbursement plans; paid professional organization memberships and professional development opportunities; in-house educational seminars; free parking; generous vacation and absence policy; paid family leave; and thirteen paid holidays (including a week off between Christmas and New Year's).

Application:

Please send resume to careers@gwwoinc.com.

