

MARKETING COORDINATOR

HMN Architects is seeking a highly self-motivated applicant for immediate placement in our Overland Park office as a full-time Marketing Coordinator.

Responsibilities

Proposal Development and Interview Preparation

- Prepares and designs RFQ/RFP submittals, including developing workplan, coordinating project team, soliciting guidance from leadership, writing intentional content, designing proposal, executing quality control, and meeting all deadlines.
- Manages and designs interview materials including presentation, boards, and leave behinds.
- Ensures brand consistency with graphics.

Marketing Communications and Public Relations

- Coordinates award nominations by identifying opportunities and submitting award submissions.
- Develops and executes PR opportunities.
- Professional photography coordination.
- Designs graphics for advertisement opportunities as well as internal and external marketing campaigns.
- Develops and designs internal and external newsletters. Maintains and continuously updates newsletter database.
- Regularly updates the website with blog posts, projects, company news, and photos.
- Maintains a content calendar and designs creative graphics and content for social media posts.
- Assists our thought leaders to write blog posts.

Event Planning

- Manages and oversees client and community outreach events including trade shows, conferences, organization events, charitable events, and community service programs.
- Plans and executes team building activities and company events.
- Handles ordering unique promotional products and crafting gifts for trade shows, clients, and holidays.
- Designs and coordinates signage for projects to assist in promoting our company brand.

Market Research and Business Development Support

- Works closely with our business development and seller-doer professionals to frequently conduct market research and strategize business development activities.
- Supports the business development professionals with designing and crafting marketing collateral as needed.
- Assists with overall marketing-related technical staff training.
- Maintains and continually updates marketing project database (Deltek).
- Assists in managing internal CRM system (HubSpot) by tracking business development efforts and leads. Ensures database is being updated by business development and seller-doer professionals regularly.



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Strategic Planning Initiatives

- Strives to complete specific tasks on schedule, which leads to accomplishing our long-term strategic plan goals.
- Maintains and tracks annual marketing budget.

General

- Cultivates an energetic and positive internal work culture.
- Communicates our company's brand, values, and culture in every marketing responsibility.

This job description is only a summary of the position. It does not restrict the responsibilities that may be assigned. The job description is subject to change at any time.

Minimum Qualifications

Applicants MUST meet the following criteria to apply:

- Bachelor's Degree in Journalism, Communications, Advertising, Public Relations, Marketing, or related field.
- Minimum of 2-4 Years of experience in the A/E/C industry.
- Proficiency with Adobe Creative Suites – Photoshop, InDesign, and Illustrator.
- Proficiency in Microsoft 365 – Word, Excel, PowerPoint, and Outlook.
- Familiarity with WordPress, Deltek and HubSpot is preferred.
- Exceptional organization and time-management skills. Ability to balance short-term deadline against long-term goals.
- Ability to work in a challenging, fast-paced environment.
- Excellent oral and written communication skills.
- Experience with leadership roles and public speaking.
- Persistent, enthusiastic, hardworking, detail-oriented, goal-driven individual who is also a team collaborator.

Application Process:

Please submit a cover letter and your resume in PDF format to careers@hmnarchitects.com

All applicants will be provided an application and pre-hire self-identification forms as required by law. Once all paperwork has been completed and it has been determined that you meet the qualifications, we will contact you to provide a copy of or a link to your electronic portfolio.

Only qualified candidates will be contacted for further information. No expenses related to submittal, interview, or relocation will be reimbursed by HMN Architects.

HMN Architects is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, protected veteran status or disability.

