



Position Title	Class / Location	Reports to
Marketing & Proposal Manager	Admin/Portland	Division Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	1/May/2023

POSITION SUMMARY

The Marketing & Proposal Manager is responsible for driving and maintaining KNCC’s image throughout all industry platforms. This role will develop and manage company proposals to ensure the highest quality submissions allowing for elevated rates of contract awards.

This position will promote The KNCC Experience; ***“we bring our “A” game every day, we rise to the challenge, and we do the right thing”*** and is dedicated to our mission statement; ***“Building a strong, vibrant future for every community we serve.”***

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Support and develop company wide and divisional marketing engagement reports and plans
- Develop and implement the following marketing efforts:
 - Policies & procedures
 - Branding
 - Public relations
 - Miscellaneous marketing tasks
- Manage and continuously improve proposal efforts including:
 - Writing proposal outlines, content and win strategies
 - Managing project teams proposal delivery
- Assist in management of the proposal interview process
- Analyze past proposal and bid performance to assist with selection of projects and client pursuits
- Perform proposal follow up, categorize scoring/results and analyze other firms data
- Support Business Development and client relationship efforts
 - Identify key marketing adjustments for new business opportunities
- Create and oversee written and graphic communications related to company branding
- Support development of marketing team including employee professional development reviews
- Oversee design, content, and maintenance of company websites and social media
- Compile library suite for all marketing, proposal content, photography, and branding
- Coordinate and manage professional and routine project photography and usage agreements
- Perform or manage all graphic design efforts
- Create marketing budgets and reports
- Development and execute internal marketing initiatives
- Attend preproposal meetings
- Manage branding and marketing at project job sites

- Utilize, manage, and recommend software related to marketing and graphic design
- Manage and promote corporate awards submissions
- Other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor’s degree in marketing, business, communications, or similar
- A minimum of 10 years sales, marketing, and management experience
- Proficient knowledge of Microsoft Office Suite, Adobe Creative Suite and various other design software applications and digital marketing platforms
- Creative, outgoing, detail oriented professional with excellent communication and Presentation skills
- Understanding of public and private construction contracting including CM/GC, Design-Build, and competitive bid process
- Ability to self-manage workload, organize oneself and others, and meet fixed internal and external deadlines
- High level technical writing skills
- Highly experienced in corporate branding
- Familiar with marketing in the Architecture, Engineering & Construction fields
- Strong leadership skills
- Current driver’s license and insurable driving record

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Signature: _____ **Name (print):** _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.