

# We're Hiring! Business Development Coordinator



Albert A. Webb Associates (WEBB) has an immediate opening for a Business Development Coordinator. This position will provide firm-wide support in the creative and logistical execution of business development and marketing projects and events. You will work both independently and collaboratively to support the growth and expansion of the firm's business development goals. WEBB offers a competitive benefits package to all full-time associates. In addition to health coverages and financial security, we provide:



**Mentor  
 Program**



**401(k)**



**Membership  
 Sponsorship**



**Medical**



**Wellness  
 Program**



**Vision**



**Dental**



**Educational  
 Assistance**



**Life  
 Insurance**



**Disability**

## Requirements & Responsibilities

In a team environment, the incumbent will contribute to:

- Development, management, and submission of project proposals and statement of qualifications, including but not limited to:
  - Project lead management and tracking
  - Go/No-Go strategy meeting coordination
  - Management of multiple deadlines and deliverables for proposal development and submission
  - Exhibit development, interview preparation, and analytic reporting
  - CRM management and updating/project closeout
- Graphic development of ads, invitations, and other marketing collateral for internal and external events
- Development and execution of internal and external marketing campaigns, programs, and presentations
- Development of the company monthly newsletter
- Assist with social media and website management
- Minimum of 3 years of experience directly related to specified responsibilities
- Bachelor's Degree in related field (business, marketing, etc.) or 3+ years equivalent work experience in the A/E/C industry preferred
- Knowledgeable of Adobe Creative Suite
- Proficient in Microsoft Office Suite



To apply, submit your resume to [hr@webbassociates.com](mailto:hr@webbassociates.com)

[webbassociates.com/careers](http://webbassociates.com/careers)

