

Professional Services Marketing Manager – Rapid City, SD

Skyline Engineering is a full service MEP consulting firm located in the Black Hills of Western South Dakota. We are a dynamic and growing company of innovative thinkers with a solid reputation of providing quality engineering services to our clients. This position is a career opportunity for a Marketing Manager with a minimum of 3 years marketing experience, preferably working for an architecture, engineering, construction, or similar professional services firm.

Successful candidate must be capable of developing and maintaining a clear communications strategy consistent with company goals and objectives. Responsibilities include overall management of company qualifications and marketing assets, client relationship management, and management of proposal development process from inception to award. This position has no direct supervisory responsibilities.

Skyline offers a competitive salary and comprehensive benefits package as well as a challenging, stimulating and supportive work environment with opportunity for professional development and growth. Flexible work schedule may be available for the right candidate.

Key Responsibilities

- Independently develop and produce custom proposals, marketing materials, Statements of Qualifications (SOQ), and SF 330 submittals in response to qualifications and proposal requests.
- Assemble, define, and document proposal requirements and deliverables.
- Develop, monitor, and maintain schedule to ensure proposal information is received, produced, and assembled on a timely basis, while allowing adequate review and revision to ensure quality of content prior to submittal.
- Solicit and assemble applicable subject matter from technical staff and management as necessary to properly respond to proposal requirements.
- Write and edit proposal narrative for understanding, grammar, readability, and consistency.
- Ensure submittals are consistent with solicitation proposal requirements.
- Track opportunities and follow up on proposals and other marketing efforts.
- Develop strategic teaming arrangements for specific marketing efforts.
- Development, organization, and ongoing maintenance of presentation materials, project experience, and individual qualifications as information becomes available and is approved by management (project sheets, resumes, etc.).
- Continuous maintenance of webpage content and coordination with developers for major webpage design modifications.
- Other duties as assigned by Senior Management.

Qualifications

- Associates or Bachelors degree, preferably in Graphic Design, Marketing, or Communications.
- Previous experience and familiarity with marketing and communications related to engineering, architecture, construction, or similar professional services firm.
- Exceptional communication, presentation, organizational, interpersonal, and time management skills.
- Ability to thrive in a detail and deadline oriented team environment with minimal supervision and competing schedule demands.
- Willingness and ability to work overtime when deadlines require (infrequent).
- Ability to work under pressure, while switching gears frequently and smoothly.
- Ability to analyze information and provide recommendations to resolve conflicts between several differing views of an issue.
- Absolute understanding of confidential nature of our business.
- Excellent graphic design and layout capabilities to support dynamic workflow environment.
- Working knowledge of a wide range of software related to graphic design, communications, and database management.

Send resume, salary history and references to skyline@skylineltd.com or fax to (605)737-3859.