



MARKETING COORDINATOR POSITION

We are invested in building structures—and ultimately careers—that prioritize growth and camaraderie every day.

We are always looking for dynamic individuals to help us create functional, innovative facilities for our clients from beginning to end. We place a high priority on relationships, and this emphasis creates an atmosphere that encourages connectivity, fosters commitment, and generates opportunities to meaningfully contribute. At Hausmann, you are building more than structures—you are building the future.

Hausmann has an opportunity for a Marketing Coordinator with 5+ years of experience to join our Lincoln, Omaha, Kansas City, or Loveland office. The Marketing Coordinator will work with the Marketing Team to develop and manage quality proposals and presentations in a deadline-driven environment. The successful candidate must be an organized, detail-oriented, self-starter with a passion for producing top-quality proposals while serving our clients with a good mix of professionalism and creativity. The successful candidate will bring experience with the Architecture, Engineering, & Construction (AEC) industry and a history of proposal creation. An ideal candidate is proactive, highly organized, able to manage multiple projects with hard deadlines, and consistently displays accountability and ownership of the process. The ability to thrive in a fast paced, innovative team environment is mandatory—and a passion for learning, trying new things, understanding what works, and quickly adjusting what doesn't is key.

Responsibilities:

- Lead and coordinate the development of proposals, statements of qualifications (SOQ), and pre-qualification submissions in compliance with RFP/RFQ requirements, including page layout and design, preparing and tracking schedule, writing non-technical portions, proofreading and formatting technical portions, managing the entire submittal from beginning to submission, and preparing interview materials
- Write, proofread, and edit marketing collateral, presentations, award submissions, and other documents in our content libraries
- Lead the final publishing, packaging, and delivery of the proposal
- Update proposal templates and project sheets and ensure all relevant information is stored in Hausmann's database and searchable for future project pursuits
- Work with internal project managers, technical staff, and marketing staff across the firm to gather content for proposals and marketing initiatives
- Coordinate and participate in conferences and professional industry events
- Other related marketing duties as needed

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Requirements:

- Minimum of 5 years experience developing proposals for an A/E/C firm preferred, however other fields will be considered
- Bachelor's in Marketing, Communications, Graphic Design, or related field
- A thorough understanding of proposal and presentation best practices and tools, including conveying messages, themes, discriminators, and responses to evaluation criteria
- Excellent graphic design, proofreading, communication, and organization skills
- Ability to multi-task and comfortably work in a deadline-driven environment
- Proficiency in Adobe InDesign and MS Office Suite required; and other Adobe Creative Suite Programs (Illustrator and Photoshop) preferred
- Knowledge of the A/E/C industry
- Ability to think creatively and innovatively
- Strong interpersonal skills and ease with building/establishing rapport with an array of people and teams
- Strong time management skills with the ability to manage multiple projects and deadlines
- Ability to take initiative and move projects forward with limited direction
- Professional demeanor, goal-oriented, self-motivated, creative, flexible, and adaptable to new situations

To Apply:

- Submit your resume at careers@hausmannconstruction.com or www.hausmannconstruction.com/careers

About Hausmann:

At Hausmann, we don't miss opportunities. With a team of talented, dedicated, and dynamic individuals, Hausmann builds award-winning projects in the commercial, healthcare, education, multi-family, and mixed-use sectors across the region. Our goal is to build innovative structures that serve and captivate our clients for the long haul.

With a focus on incorporating innovative technology, we facilitate an efficient building process and provide a variety of expert services for our clients. Each project is a chance to both utilize and broaden our expertise and is based on a mindset of growth, safety, and mutual respect. At Hausmann, relationships are priority, and our reputation is our biggest asset.

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