

**OPEN POSITION: Senior Marketing Coordinator/Proposal Manager****JOB CODE: COR-SMCPM-03-22****OFFICE LOCATION: Lincoln, RI or Foxboro, MA****POSITION SUMMARY:**

Pare Corporation is seeking a Senior Marketing Coordinator/Proposal Manager with a minimum of five (5) years of experience to work from either our Lincoln, RI or Foxboro, MA office. The primary responsibilities of this position are to support the proposal, interview, and presentation activities of Pare's Marketing Department. Associated responsibilities include creation and maintenance of marketing materials, and the maintenance and management of the firm's CRM.

**DUTIES AND CORE RESPONSIBILITIES:**

- Organize and coordinate the activities and documents involved in the preparation of marketing proposals, presentations, and submittals -- ensuring on-time delivery.
- Populate and maintain the Marketing calendar and coordinate proposal workflow.
- Work with principals, senior staff, technical staff, and other marketing team members to plan, design, write and produce proposals, qualification packages, and presentations in alignment with brand standards.
- Provide basic graphic design services for proposals, presentations and specialized project and marketing pieces.
- Ensure Quality -- responsible for grammar, editing, voice and tone of document, and managing proposal production to allow sufficient time for review and quality control.
- Provide administrative management of the CRM database including leads, project pursuits, clients, contacts, staff, and reports.
- Develop and maintain written promotional materials including project sheets, staff résumés, market-sector brochures, and other collateral materials.
- Support Responsibilities -- assist other members of the Marketing Department as occasionally required in the performance of:
  - market research,
  - corporate identity development and implementation,
  - maintenance and provision of new content for the company website,
  - public relations and advertising programs,
  - planning of special events such as trade shows and conferences.

**EDUCATION, EXPERIENCE, AND COMPETENCIES:**

- Bachelor's Degree in Marketing, Communications, English, or an applicable technical discipline related to Pare's core business.
- A minimum of five years of marketing proposal preparation experience.
- Excellent writing, editing, and proofreading skills. Strong attention to detail.
- Strong graphic design skills.
- Proficiency in Adobe Creative Cloud, particularly Adobe InDesign, Photoshop, and Acrobat.
- Proficiency in Microsoft Office products, particularly Word, PowerPoint, and Excel.
- Experience with a CRM is strongly preferred but not required. Cosential and Deltek Vision experience a plus.
- A/E/C industry experience is strongly preferred.
- Strong organizational and interpersonal skills and the ability to work well with staff at all levels.
- Ability to work successfully and independently in a fast-paced environment, while managing multiple time-sensitive projects/deadlines.
- A high degree of energy, creativity, and attention to detail.

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Pare Corporation offers a solid compensation and benefits plan including:

- Competitive Salaries
- Paid Holidays and Vacations
- Health, Dental, Vision, Life, and Long-Term Disability Insurance
- 401(k) Retirement Plan with Competitive Company Match
- Tuition Reimbursement
- Flexible Hybrid Working Environment
- Professional Registrations, Licensing Fees and Memberships

Pare Corporation is an Equal Opportunity Employer and maintains a policy of affirmative action for minorities and women, individuals with disabilities, and protected veterans.

Apply for this position by uploading your cover letter & resume, referencing the job code, at <http://www.parecorp.com/Careers> or mail to:



Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865 Attn: Human Resources. **Resumes submitted without a Cover Letter will not be considered.**