



GORDON, a national planning and design firm, is seeking a detail-oriented Marketing & Business Development Coordinator to support our growing team of diverse professionals in the DC Metro Region. This position will be available to work from our Headquarters in Chantilly, VA or a secondary Washington, DC location. The scope of responsibilities for this particular role involve a range of graphic design, market research, and proposal support. However, there is growth potential to management level under a more specialized Marketing or Business Development career path.

As a GORDON team member, you will:

- Support marketing and proposal efforts through graphic design for print and digital media
- Perform regular updates to firm website
- Respond to RFQ's from teaming partners and assist with preparation of Prime proposals
- Be a key team member in winning work through market research and forecasting government opportunities
- Champion GORDON's CRM system through regular updates of our opportunity pipeline, projects, and staff resources
- Work alongside Executive staff and Project Managers to assist with pursuits and strategic partnerships
- Attend local industry events for lead generation and client engagement

Ideal candidates will possess:

- BA or BS Degree
- 3+ years of marketing or business development experience, preferably in the A/E/C industries
- Experience with website maintenance and/or design (Wordpress)
- Experience with CRM systems and market research tools. Deltek Vision and/or Bloomberg Government are a plus.
- Experience with proposal coordination (experience with SF330, AE 1-6 forms is a plus)
- Knowledge of federal, state, and municipal procurement processes and resources
- Ability to work proactively in a team setting or individually
- Proficiency in Adobe InDesign, Photoshop and Microsoft Office Suite.

Please submit cover letter and resume (**in PDF format only**) to jobs@gordon.us.com

EOE M/F/Disabled/Veteran