



Marketing & Proposal Coordinator/Manager

Role and Responsibilities

Marketing & Proposal Coordinator/Manager (DOE)

Location: Phoenix, AZ | Schedule: Full-time | Hybrid: Yes, Greater Phoenix area required

Reports to: Director of Business Development & Marketing

About Danson Construction

Danson Construction is a family-owned GC serving Arizona communities through JOC, CMAR and Design-Build. We focus on public safety, K-12, municipal facilities and select private work. We value integrity, fairness, continuous improvement and results.

Role overview

You will create high-quality proposals, run day-to-day social media, produce marketing content and support the business development team with standout materials. This role supports BD through research and content creation and does not involve direct sales or early client engagement.

Proposal coordination & content development

- Lead proposal development to produce strategic, visually compelling, compliant submissions
- Manage RFP/RFQ responses including schedule, content coordination, formatting and layout
- Build and maintain templates, resumes, project sheets and boilerplate
- Gather content from subject matter experts and project teams
- Prepare presentations and interview materials for shortlists
- Edit and proof for accuracy, clarity and brand alignment

Marketing & brand management

- Maintain project photography, brochures, banners and digital assets
- Plan and publish social media to showcase projects, people and community impact
- Support awards, press releases and campaigns
- Maintain and update the website and digital channels
- Ensure consistent branding and messaging across all materials

Market research & BD support

- Research clients, competitors and markets to inform pursuit strategies
- Compile and analyze data to shape content and proposal approaches
- Draft blog posts, email copy and external communications
- Maintain an internal library of project descriptions and team bios
- Assist with light CRM updates and follow-up reminders

What success looks like (first 90 days)

- Standardize proposal templates and a 1-page interview deck
- Establish a 4-week social calendar with 3 posts per week

- Refresh 10+ project sheets and 6+ resumes
- Build a clean asset library with tags for fast retrieval

Skills & qualifications

- Bachelor's in marketing, communications, journalism or related field, or equivalent experience
- 3–5 years in AEC marketing, proposal writing or content development preferred
- Strong writer and storyteller with sharp attention to detail
- Proficient in Adobe InDesign, Photoshop and Canva; Premiere Pro a plus
- Skilled in PowerPoint and Word with an eye for layout and formatting
- Organized, collaborative and comfortable managing multiple deadlines
- Clear communicator who cares about quality and continuous improvement

Compensation & details

This position can be hybrid, but candidates must live in the Greater Phoenix area. We offer competitive pay and great benefits.

How to apply

Send your resume and 2–3 relevant work samples (proposal pages, a short deck or social posts) to Melissa Johnson at mjohnson@dansonbldg.com.

EEO

Danson Construction is proud to be an equal opportunity and affirmative action employer regardless of race, color, gender, age, sexual orientation, gender identity, gender expression, religious beliefs, marital status, genetic information, national origin, disability, protected veteran status or any other basis protected by law.