

Marketing Coordinator

FD Stonewater Overview

FD Stonewater is a fully integrated boutique commercial real estate brokerage, development, and investment firm with national capabilities delivered through entrepreneurial and thoughtful leadership. FD Stonewater has set the standard for full-service capabilities operating within the government real estate business and have built a true competitive advantage through a broad and varied track record that spans over three decades. The firm is headquartered in Arlington, VA, with a west coast office in Los Angeles, CA. FD Stonewater's principals have a track record of completing more than \$10 billion in investment, \$450 million in development and over 45 million square feet of lease transactions.

FD Stonewater is an award-winning commercial real estate firm, routinely recognized for excellence by industry organizations such as CoStar and the Commercial Real Estate Brokers Association (CREBA). The firm was also ranked among the Washington Business Journal's Best Places to Work in 2019 and 2020.

For more information, please visit: www.fdstonewater.com.

Position Description

FD Stonewater is seeking a talented full-time Marketing Coordinator to support our marketing and operations teams, within the broader framework of the firm's brokerage, development, and investment platforms. The candidate will interface directly with partners and key team members across the firm while supporting internal and external efforts towards the execution of strategic marketing and communication plans.

The ideal candidate is a self-starting marketing professional who possesses strong communication (written and verbal) and organizational skills as well as proficiency in Adobe's Creative Suite to produce polished marketing material. The ability and desire to create compelling content across traditional marketing and digital platforms is a must. This is a fast-paced job that requires strong collaboration across platforms while supporting multiple deadlines and priorities. Strong interpersonal skills, critical thinking, and tenacity are desired traits. The ideal candidate can work independently as well as in team settings to solve problems and assist with business development submissions.

The Marketing Coordinator will be based in our Arlington, VA, office. In light of COVID-19 and impacts to office work, we support remote work and provide the platform, collaborative tools, and technology to meet the needs of our teams.

Responsibilities

The Marketing Coordinator will be expected to work in a team environment, supporting partners and key employees across the firm's business. Candidates should have a well-developed capacity for coordinating and implementing marketing communication projects including proposal/pursuit marketing, website maintenance, social media, public relations, brand stewardship, and special events management. Familiarity with best practices and procedures within marketing and communications is critical. Familiarity with the commercial real estate or architecture, construction, engineering industry is desired but not required.

Responsibilities will include, but are not limited to, the following:

- Work directly with the Marketing Director to compile, compose, and edit pursuit marketing material intended for Request for Proposal (RFP) responses and pitch materials (brokerage, development, and investment)

- Work directly with the Marketing Director to streamline company materials (qualifications, resumes, project narratives, and graphics) to ensure a consistent and concise message
- Create, edit, and deliver marketing materials and graphics in an effective and timely manner
- Assist with website maintenance, content creation, SEO, and tracking analytics to ensure all content is up to date and relevant
- Assist with social media content and maintenance
- Manage distribution lists and contact management database for digital marketing campaigns
- Assist with event planning and coordination
- Provide general marketing and administrative support

Qualifications:

- 4-year degree from an accredited college/university required; Bachelor's degree in marketing, communications, business administration, or related field preferred
- 3-5 years professional experience in marketing and/or communications desired
- Proficiency in Adobe Creative Cloud platform is required
- Proficiency in Microsoft Office (Excel, Word, and PowerPoint) is required
- Excellent knowledge of marketing and business development fundamentals
- Outstanding communication skills (written and verbal)
- Familiarity with digital marketing and social media platforms
- Strong critical thinking, organization, and time management skills
- Self-directed and able to execute accurately at a high level with minimal supervision
- Highest level of personal integrity and ethical standards
- Energetic and eager to tackle new projects and ideas
- Basic understanding of commercial real estate industry or architecture, engineering, and construction concepts and terminology

If interested, please send a resume and letter of interest to Todd Shaffer, Operations & Office Manager, at tshaffer@fdstonewater.com