

# Passionate Writer and Creator of Marketing Sales Proposals and Company Brand Management

**Position:**

Marketing Coordinator

**Location:**

Dallas (Uptown), Texas

**Type of Employment:**

Full Time with benefits

**Company Core Values:**

- Visionary Leaders
- Humbly Confident
- Problem Solvers
- Flawless Executors

Are you a gifted writer and marketing professional who can create winning sales proposals? Do you have that creative eye to envision and develop outstanding marketing pieces? Is strategy your middle name and something you use everyday to flawlessly execute and succeed? Would you love to rebrand and help grow an award-winning firm? If so, you may be the person we are looking for to join our team and advance our company to the next level.

**About Us**

K Strategies has been recognized for our success in developing outstanding diversity, public engagement and public relations programs. Some of our prominent clients include: City of Dallas, Dallas Area Rapid Transit, Dallas/Fort Worth International Airport, Omni Hotels and Resorts, Southwest Airlines and the Texas Department of Transportation.

We strive for excellence and get things done “The K Strategies Way.” We approach each project with a fresh pair of eyes and view the project as a unique opportunity to provide valued solutions to our clients. Through our strategic insight and in-depth industry knowledge, we create strategies for our clients to effectively communicate their message, strengthen their relationships with communities, and help to enhance their reputation. We work hard and have fun. If you want to be a part of something special and work for a company that appreciates your passion and hard work, K Strategies is the team for you.

**Be the valued marketing professional you always wanted to be.** Your way with words and creative eye to strategically market a company for tremendous growth is exactly what we need. We are offering you the opportunity to use your talents to rebrand our company and lead in the development of our sales approach and proposals. We will value your ideas and recommendations and you will be able to work closely with our leadership team to grow our company in other markets and across the nation. We want you to bring cutting-edge strategy to how we win work (contracts) and have the passion to stay on top of industry trends and align yourself as a leader in trade associations, such as the Society for Marketing Professional Services (SMPS) and American Marketing Association (AMA).

**We are looking for someone to:**

- Grasp and enhance our sales strategy and create winning proposals for us within 60 days
- Lead and redevelop our company brand and all marketing materials including creating our brand style manual within four months
- Write all sales proposals and marketing materials
- Graphically design unique and professional looking sales proposals and marketing collateral
- Work closely with our leadership team to develop a sales approach to increase revenue and grow the company
- Maintain and strengthen our excellent relationships and reputation with clients and key stakeholders

- Represent the company as a visionary marketing leader with C-level executives and industry trade associations, such as SMPS
- Write and create phenomenal case studies, proposals, marketing materials and presentations
- Coordinate the company's efforts in the preparation and interview process for business development and contract opportunities

### **You'll be best suited for this position if you have the following skills and attributes:**

- Bachelor's degree in marketing, communications or related field
- Drive and ambition to be the greatest in all that you do
- Visionary leader who directs the flawless execution of a team and all work products
- Proven experience writing and designing winning sales proposals and RFQ/RFP submissions for large contracts
- Astute in how to effectively use digital marketing and social media to increase revenue
- Flawless executor of projects and tasks, and produces highly effective, high-quality work
- Experienced in setting and executing goals while achieving a high level of success
- Problem solver who is sharp, resourceful and a strategic thinker
- Always capable of high level problem solving through the creation of result-oriented ideas and solutions
- Highly proficient, competent and detailed oriented
- Exceptional planning and organizational skills, and always meets deadlines, metrics and budget goals
- Excellent writing skills using AP Style
- Great graphic design skills using InDesign and other Adobe Creative Suite software
- Very professional appearance and demeanor
- Warm and friendly personality, is confident, humble, easy to work with, and has great people skills
- Always trustworthy and loyal to the company
- Can-do, team-first attitude
- Always willing to go above and beyond, giving 110 percent

### **Ready to apply?**

1. Please send your resume to [careers@kstrategies.com](mailto:careers@kstrategies.com) with job code MC1 in the subject line of the email. Within the body of the email, please answer the following questions:
  - What makes you the perfect person for this position?
  - Where do you want to be in five years?
  - Why are you passionate about this position?
  - What positive feedback have you been given by your boss or a client at your current or former job? (it's OK – you can brag about yourself!)
2. Download our company employment application from the contact page on our website ([www.kstrategies.com](http://www.kstrategies.com)) and submit the application to [careers@kstrategies.com](mailto:careers@kstrategies.com).

We look forward to working with you! Thanks in advance for taking the time and care in submitting the above information.