



*Creating ecological solutions through innovative engineering*

## **Marketing Coordinator**

Wildlands Engineering is seeking a driven, detail-oriented Marketing Coordinator to join our team in Charlotte, NC. This is a key, proposal-driven role that directly supports the firm's growth and project pursuits across the Southeast. The Marketing Coordinator will work closely with engineers, scientists, and project managers to lead the development of competitive proposals and qualification packages in response to public-sector RFPs and RFQs. While this role includes creative opportunities, such as social media, graphics, and brand initiatives, the primary focus is managing and producing high-quality proposals.

This position is ideal for someone who thrives under deadlines, enjoys managing detailed processes, and takes pride in producing polished, high-quality deliverables. While this role includes creative opportunities, the core focus is proposal coordination and execution. This is a full-time, in-office position based in Charlotte, NC.

### **Company Information**

Wildlands Engineering, Inc. was founded in 2007 and specializes in stream and wetland restoration, watershed planning, and water quality management. With offices in North Carolina, South Carolina, Tennessee, and Virginia, we provide water resources engineering, ecosystem restoration, mitigation banking, and environmental consulting services to public agencies and conservation organizations throughout the Southeast.

Our team is uniquely structured to include in-house experienced engineers, scientists, and restoration professionals recognized for their technical leadership and expertise in ecological restoration and water resource management. We apply a rigorous, watershed-based approach to our work and are committed to delivering innovative, high-performing solutions that create measurable environmental benefits.

### **Job Description**

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#### **Key Responsibilities**

##### Proposal Development and Coordination *(Primary Focus)*

- Lead and coordinate the development of technical proposals and qualification packages in response to RFPs/RFQs
- Develop and maintain proposal templates and branded layouts
- Draft, edit, and format proposal sections to ensure clarity, compliance, and consistency
- Manage proposal schedules, deadlines, and internal review processes
- Coordinate with subconsultants to gather required materials
- Oversee final production and submission (digital and/or hard copy), ensuring compliant and error-free deliverables
- Monitor procurement websites for RFP/RFQ opportunities
- Maintain and update data in the company's CRM system with current resumes, project descriptions, and images

##### Brand Ambassador

- Review reports, presentations, and other client-facing materials to ensure adherence to Wildlands' brand standards, messaging, and visual identity
- Maintain and update branded templates, graphics, and marketing collateral
- Support ongoing brand consistency across departments

##### Marketing and Content Development

- Create engaging graphics and marketing materials for proposals, presentations, brochures, and social media
- Assist with website updates and content development
- Produce and publish social media content that highlights projects, industry insights, and community engagement

##### Events and Industry Engagement

- Support coordination of conference and event sponsorships
- Represent the firm professionally at events when needed

## Qualifications

- 2+ years of professional marketing experience
- Experience in the AEC industry strongly preferred
- Demonstrated experience supporting or leading proposal development (highly preferred)
- Exceptional attention to detail and strong proofreading skills
- Ability to manage multiple deadlines in a fast-paced, deadline-driven environment
- Highly organized and capable of independently managing workload and priorities
- Strong written communication skills
- Proactive, team-oriented mindset with a positive attitude
- Experience with Microsoft Office (Word, PowerPoint, Excel)
- Experience with Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Interest in or experience with social media and website content development

## PLEASE SEND COVER LETTER AND RESUME TO:

Email (preferred method): [resumes@wildlandseng.com](mailto:resumes@wildlandseng.com); subject line: Marketing Coordinator

Mailing Address: Wildlands Engineering, 4014 Monroe Road, Building 2 – Suite 220, Charlotte, NC 28205

The cover letter should identify previous work experience, why you are interested in this position, your approximate available start date, and any other information that you feel is important. Please be prepared to provide contact information for three references if requested.

*Wildlands Engineering provides equal employment opportunity without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity/expression, disability, veteran status, genetic information, or any other basis protected by federal, state, or local laws.*

*Wildlands Engineering maintains a drug-free workplace.*