



September 2023

EMPLOYMENT OPPORTUNITY

Business Development/Marketing Specialist

Anderson Bogert Engineers is seeking a **full-time Business Development/Marketing Specialist** who is successfully able to build new client relationships and drive business goals. Our company is growing and our preferred candidate is personable, energetic, self-directed, knowledgeable, and has the ability to excel in a fast-paced, deadline-driven environment.

This position will champion business development strategies at Anderson Bogert for our firm's civil engineering portfolio of services. This position is in-office.

Key Responsibilities

- New Business Sector Development
- New Client Development
- Marketing/Brand Promotion

Basic Qualifications

- Bachelor's degree in marketing, communications, public relations, business, civil engineering, or related field
- Demonstrated ability to develop new clients and maintain existing client relationships
- Ability to attend conferences, meetings, and industry events
- Ability to learn about and apply knowledge of the civil engineering industry and Anderson Bogert services, specifically
- Excellent organization, communication, and facilitation skills
- High proficiency in the Microsoft Office Suite

Preferred Skills

- Experience managing client pipelines and strategies for growth
- Experience marketing to new clients and managing client development
- Good face-to-face client interaction skills
- Comfortable managing and responding to requests for proposals and qualifications
- Working knowledge of the Adobe Creative Cloud Suite, particularly Indesign
- Working knowledge of WordPress and Wix websites
- The ability to develop marketing materials such as fliers, discipline specific brochures, informational articles, presentations, etc.

Anderson Bogert offers standard business work hours with low overtime; company-sponsored employee events; extensive, on-the-job training; educational opportunities; paid time off; paid holidays; health and life insurance; a retirement plan with employer match contribution; and an open-door policy to encourage employee feedback. Travel is generally within a 2-hour radius of Cedar Rapids, or less.

Anderson Bogert is an Equal Opportunity Employer.

If you would like to be considered for this position, please apply in person, on our website, or via email to engineer@anderson-bogert.com. Alternatively, you may send a resume and cover letter to:

Jeffrey C. Morrow, President
Anderson Bogert Engineers
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