

 *ADVANCED TECHNOLOGY*

 *INNOVATIVE MAPPING SOLUTIONS*

**MARKETING AND PROPOSAL COORDINATOR**

**Locations**: Tulsa, Oklahoma

**Employment Type:** Full Time – in office

Aerial Data Service, Inc., a leading geospatial company, is seeking a versatile, experienced Marketing Coordinator to join our team. Aerial Data Service, Inc., a small, woman-owned business, is committed to providing Commercial and Federal customers with state-of-the art geospatial services. ADS provides aerial imagery acquisition, land surveying, UAS, lidar, photogrammetric mapping and GIS services to government agencies and private clients throughout the nation.

**Requirements:**

The Marketing Coordinator will coordinate the submission of proposals to clients and federal government agencies. Submit proposals that are deadline driven from start to finish. Handle multiple proposals simultaneously in a fast-paced environment. The ideal candidate will be tech-savvy, well-organized and flexible. Must be a U. S. Citizen and be able to pass a background check (as required).

**Duties:**

* Composing and uploading information to social media sites and creating videos
* Analyze Request for Proposal or Quote (RFP or RFQ)
* Prepare responses for both formal solicitations, and informal requests for information
* Develop and maintain project and resume libraries and qualification matrices
* Develop templates, proposal schedules, compliance matrix and graphics
* Conduct Proposal Compliance reviews (RFP, FARS, page allocations, evaluation factors, etc.)
* Track Request for Proposal (RFP) and proposal status
* Submit and organize DBE, HUBZone, HUB certifications federally and on the state level

**Preferred Qualifications**:

* + Minimum of 3-5 years of experience in a similar role with strong attention to detail and extensive organizational skills
* Excellent verbal and written communication skills
* Proficient in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint
* Knowledge and experience with graphics programs such as Illustrator, InDesign, Photoshop, is a plus
* Strong technical writing, editing, and proofreading skills
* Preferred previous experience with Federal and DoD proposal writing and requirements
* Preferred previous experience with a Small Business Administration (SBA) certified company, preferably a HUBZone or Small Business



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**Salary and Benefits:**

* Competitive starting compensation package, DOE
* Medical/Dental insurance
* 401k Retirement Plan
* Paid holidays, vacation & sick time
* Employer-paid life insurance

Aerial Data Service, Inc. is an Equal Opportunity and Affirmative Action Employer and participates in E-Verify. All employment decisions at ADS are based on merit, qualifications, and abilities. We welcome and encourage diversity in our workforce. Our policies provide equal employment opportunity to all employees and qualified applicants without regard to race, color, religion, national origin, sex, age, disability, pregnancy, sexual orientation, gender identity, transgender status, or any other protected characteristic under federal, state, or local laws.

To apply for this position, visit <https://aerialdata.com/careers> or send resume and cover letter to resumes@aerialdata.com