



Strategic Partnerships, Inc.

DEVELOPMENT & MARKETING COORDINATOR

Position Specifications

ABOUT SPI

Strategic Partnerships, Inc. (SPI) is a full-service, public sector focused consulting and research firm based in Austin, Texas. SPI specializes in government procurement consulting, business development, governmental affairs and customized research. SPI is recognized as a pioneer in the business of partnering public and private entities for commercial purposes. To learn more about SPI, please visit: www.spartnerships.com.

JOB DESCRIPTION

The company is seeking an individual with the ability to assist with marketing campaigns, sales administration, client outreach, information gathering, project tracking and event oversight.

JOB RESPONSIBILITIES

- Works directly with the CEO on sales and marketing initiatives
- Communicates often to gather information, check the interest level of prospective clients, and manage outreach efforts
- Assists with all marketing efforts for the firm
- Assists with preparation of marketing materials
- Contributes to team effort by accomplishing tasks as needed

REQUIREMENTS

- Minimum 1 year marketing experience with increasing responsibility
- Must be in the Austin, Texas area

PREFERRED TRAITS AND EDUCATION

- Basic understanding of Texas government
- Results driven and persistent
- Outgoing and positive personality
- Prospecting skills
- Professional demeanor and positive attitude
- College graduate
- Proven written and oral communication skills
- Self-motivated, organized and able to manage projects
- Attentive to details and experienced in basic project management skills

- Solid Web-based and computer skills, particularly Internet searches and MS Office

HOW TO APPLY

Please email a brief cover letter describing your interest in the position and résumé to Imatisi@spartnerships.com . Put Sales/Marketing in the subject line of the note.