



Marketing + Communications Specialist

APPLY TODAY!

resumes@smandf.com

Don't wait another day to begin your future. . . email your formatted cover letter with salary requirement, and resume in PDF.

www.smandf.com

Speight, Marshall & Francis is searching for a creative and boundary-pushing Marketing professional who is looking to make a difference! We're a small, tight-knit structural engineering + special inspections firm that bring BIG ideas to life. Interested in collaborating with a top-notch team, and developing edgy and forward thinking marketing materials, then you've found a home with us!

ABOUT SPEIGHT • MARSHALL • FRANCIS

Performing structural engineering + special inspections services for over 26 years, our team is 40 strong serving clients across Hampton Roads and the Greater Richmond with innovative design solutions, exceptional responsiveness, and assertive "can do" mentality. We employ structural engineers licensed to practice in 31 states and perform engineering services for a well-established public and private client base. Our most recent award-winning projects in Hampton Roads include:

- Kellam High School + Old Donation School | Virginia Beach
- The Main - Hilton Hotel and Convention Center | Norfolk
- Summit Pointe Development | Chesapeake
- The Leaning Tower of Granby Historic Renovations / Conversion to Savoy Apartments | Norfolk
- Town Center Mixed-Use Developments | Virginia Beach
- Glass Light Hotel + Gallery | Norfolk

POSITION OVERVIEW

Marketing + Communication professional to support our marketing efforts for both our Virginia Beach and Richmond offices. The right candidate will be responsible for graphics, creative writing, marketing proposal responses, internal + external communications via social media, website, firm identity/branding, and firm marketing collateral. Our immediate needs are to update and implement modern and creative narratives for internal and external communications.

- Permanent Full-time position
- Located at our modern Virginia Beach office - 1228 Perimeter Parkway, Suite 201, Virginia Beach, VA 23454
- Excellent benefits + compensation package

POSITION RESPONSIBILITIES

Responsibilities will include, but are not limited to, the following:

- Create high caliber marketing materials (qualifications, resumes, project narratives, and graphics)
- Maintain website and develop new content to keep information up to date and relevant
- Plan, schedule and create innovative social media content and campaigns
- Assist with event planning and internal marketing
- Support business development activities. May include short term travel, mainly in Hampton Roads and occasionally to Richmond
- Maintain organization marketing database
- Supervise, mentor, and collaborate with Marketing Assistant
- Collaborate with BD/Marketing Director to prepare compelling marketing content and graphics to meet RFP deadlines

QUALIFICATIONS + SKILL REQUIREMENTS

- Bachelor's degree preferred in marketing, communications, or business related field
- 2+ years of experience in A/E/C marketing
- Proficiency in Adobe Creative Suite
- Proficiency in Microsoft 365 (Sharepoint, Teams, etc.) is a plus
- Outstanding marketing communication and creative writing skills and best practices
- Proficiency in website development and social media platform
- Graphic design and video production
- Reliable track record meeting deadlines with minimal supervision
- Client Relationship Management (CRM) experience is a plus