

Marketing Development Professional

Marion, IL

Hurst-Rosche, Inc. is a full-service Engineering/Architecture firm serving the Midwest and Midsouth. We started business in 1937 in Hillsboro, IL (location of our corporate office) and have been in continuous operation since. Our primary business sector is public and governmental work. We provide our services to local, state, and federal clients currently in ten states. Hurst-Rosche is considered a closely held C Corporation, for profit, and is both a registered US small business and an SBA certified HUBZone business. We currently have office in Hillsboro, Marion, Springfield, and East St. Louis, Illinois, Arnold, Missouri, and Nashville, Tennessee. Hurst-Rosche normally employs approximately 50 people.

Hurst-Rosche has an open position in our Marion, IL office for a marketing development professional. The initial duties of this position will include assistance with the development and production of Statements of Qualifications, Proposals, Contracts, Promotional Materials, and Management and updates of our online presence. These have been listed in descending order of percentage of work effort. This position will include coordination of other marketing team members in these efforts. As familiarity of our operations, company, clientele, and market grow, this role will likely adjust to include design and development of marketing and business development materials, outside representation of the company, and more focus on a particular service market.

This position can require both creative writing and graphic abilities. Technical writing/editing is desired. Strong communication skills, both verbal and written are important. This work is very team oriented and will require close cooperation with other team members and attention to detail. This position/area of responsibility will likely take approximately six-nine months to become familiar with the industry terms, jargon, forms, and procedures. At that time, it is hoped that new opportunities within this part of the company will be appropriate for the successful candidate.

Hurst-Rosche offers a dynamic, collaborative and rewarding environment while providing the flexibility to balance your personal and professional life. We offer a competitive salary and benefits package, matching 401k, affordable health, dental, and vision coverage, paid life insurance and short-term disability coverage.

Hurst-Rosche recognizes the value of diversity in our workforce. We are committed to equal opportunity. We consider all qualified employment applicants without regard to race, religion, color, gender, age, national origin, sexual orientation, gender identity, partnership status, protected veteran status, disability, or any other status protected by federal, state, or local law.