



## BUSINESS DEVELOPMENT / MARKETING COORDINATOR

### Company Description:

Sustainable Water is a technology integrator, water management consulting firm and developer of district-scale water reclamation and reuse projects across the United States. We specialize in the design-build of ecologically-engineered wastewater treatment and reuse projects. Our mission is to introduce a new paradigm for sustainable water management in institutional, commercial, industrial and governmental market sectors utilizing innovative project delivery methods and cutting-edge, green technologies. Visit our website [www.sustainablewater.com](http://www.sustainablewater.com). Email us at [careers@sustainablewater.com](mailto:careers@sustainablewater.com).

Sustainable Water, located in Glen Allen, VA, is currently seeking candidates for a Business Development and Marketing Coordinator. This is a full-time position located in our Glen Allen office.

**APPLICABLE FIELDS/DISCIPLINES:** *Advertising, Business, Business Development, Communications, Environmental Studies, Graphic Design, Marketing, Sustainability*

### RESPONSIBILITIES:

- Develop Sales Presentations
- Coordination of Tradeshow & Conference Events
- Maintain Sales Database
- Coordinate Monthly Company Newsletter
- Manage company social media accounts (Twitter, LinkedIn, Facebook)
- Develop company marketing collateral
- Business development & market intelligence research
- Maintain company website
- Assist in Client / Opportunity Outreach

### REQUIRED QUALIFICATIONS:

- Bachelor's Degree in above or like disciplines
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel)
- Experience/proficiency with design programs, such as InDesign, Photoshop, or Illustrator
- Strong writing and communication skills
- Strong problem-solving skills
- Self-driven & ability to prioritize
- Work in a team environment
- Willingness to grow and learn

### PREFERRED QUALIFICATIONS:

- 2 - 3 years of experience in marketing related position or above discipline
- Experience in a water-related industry
- Experience coordinating email communication outreach efforts (Mail merge tools, MailChimp)
- Experience with website development and/or maintenance (WordPress, etc.)
- Experience managing social media accounts (Facebook, LinkedIn, Twitter)
- Experience/proficiency with database management (FileMaker, Access, SQL, etc.)