

# Marketing Manager



## Who We Are:

TEI is a service-oriented, employee-owned transportation planning and traffic engineering consulting firm that is dedicated to meeting the complex needs of our clients and community since 1969. As a transportation planning and engineering firm leader, TEI focuses on providing connected, safe, and convenient mobility solutions that allow people to thrive. As planners and engineers, we work together to create thoughtful, tailored solutions to our clients' most challenging problems and facilitate meaningful choices in how people can get to the places they want to go. We are empowering the next generation of change-makers to advance the health and prosperities of communities through transportation, and we invite you to join us!

## Position Summary

The Marketing Manager will be responsible for the management and development of project proposals, website and social media content, and other tasks that help TEI promote its work, people, and clients. The Marketing Manager will have opportunities to be creative and work across teams to identify and craft marketing strategies and materials while supporting TEI's pursuit of new project work.

## Responsibilities

The Marketing Manager will support both planning and engineering practices at TEI. The following are examples of the types of work and responsibilities you may expect:

- Leads development of project managers and team members to develop and manage a proposal schedule and strategy that results in visually-appealing, legible, and compliant proposals that support a successful track record of winning new work.
- Coordinate with teaming partners on prime and sub-consultant proposal requirements and materials.
- Coordinate with TEI team leaders and management to produce materials for various marketing initiatives, prioritizing brand building and business development efforts.
- Develop a marketing content calendar and lead coordination and development of materials.
- Works with all team members to maintain content and coordinate updates, including master resumes, bios, head-shots, project cut sheets, SF330s, and other digital assets used in proposals and the website.
- Develop broad marketing materials and strategies for promoting TEI.
- Works with team members to develop and post new website and social media content.
- Assist with event planning and marketing development.
- Showcase our clients' projects, our people, and milestones through award submissions highlighting the creativity and ingenuity driving our success.

## Qualifications

TEI encourages a willingness to learn and grow, and a desire to deliver high-quality deliverables. A passion for transportation and making great communities is a plus as it's at the core of what we do. We encourage anyone with a desire to bring creativity and great design to elevate TEI's marketing efforts to apply. A successful candidate should meet some or many of the following qualifications:

- Bachelor's degree in marketing, digital marketing, communications, journalism, or other related field.
- 5+ years of experience preferred in proposal marketing, copy writing, graphic design, marketing, or communications, preferably in the AEC industry.
- An enthusiastic individual with a desire to expand their marketing expertise and leadership skills.
- Demonstrated written and verbal communication skills with an ability to convey complex design and technical concepts in a clear, engaging manner.
- Detail oriented with an eye towards ensuring compliance with proposal requirements and editing content for clarity.
- Excellent time-management and organizational skills for juggling numerous time-sensitive projects simultaneously.
- Proficient in Adobe Creative Suite: InDesign and Acrobat (required), Express, Photoshop, and Illustrator are desirable.
- Proficient in Microsoft Office products, including Word, Outlook, PowerPoint and Excel.
- Experience with WordPress and SEO.
- Ability to take direction and work independently.
- A team player who values creativity and the power of working together towards a common goal.

## About the Work We Do

TEI believes that all modes of transportation are important parts of communities and do work across the mobility spectrum. That has taken the shape of bicycle planning and design, sidewalk and trail design, signal design and traffic operations, transit planning, corridor planning and design, holistic mobility planning, and more! As transportation continues to evolve in our communities, so does the work we do. TEI focuses on projects that energize us as team members and inspire us and our clients to create vibrant communities.

## What Can We Offer for All Your Hard Work?

TEI offers competitive pay and benefits within our industry. Salary is dependent on the individual's qualifications and experience.

Benefits include group health plan, retirement plan, and paid time off and holidays. In addition, commuting benefits and professional development support are also provided. Our time-off program is flexible and can be designed to work with your needs. Other benefits of the position include a dynamic work environment and a fun, collaborative office culture. Our team members work flexible schedules including the opportunity to work in office and from home two days per week.

## Inclusivity and Diversity Statement

TEI welcomes and celebrates individuals of all backgrounds, orientations, and identities. We strongly encourage applications from Black, Indigenous, People of Color (BIPOC), women, LGBTQ individuals, and people with disabilities. Our company has a vital interest in maintaining a fair and equal opportunity working environment.

## How to apply:

Please email a cover letter and resume as a combined PDF document to [careers@teiconnects.com](mailto:careers@teiconnects.com) or visit [teiconnects.com/careers](http://teiconnects.com/careers) and click on the Marketing Manager Position then use the online submission form to apply.

## Location:

TEI operates from our office in Houston, Texas at:

712 Main Street, Suite 950  
Houston, Texas 77002

