

G&W Engineering Corporation: *Business Development Coordinator*

G&W Engineering is seeking an experienced, motivated Business Development Coordinator to join our team and work alongside our leadership, marketing, and engineering professionals. This individual will embrace our core values of G.I.V.E.S.—Guidance, Initiative, Vision, Empowerment, and Service—while helping strengthen client relationships, enhance visibility in our markets, and support company growth across all service lines.

Founded in 1992, G&W Engineering is a full-service consulting engineering firm providing Mechanical, Electrical, Plumbing, Fire Protection, Structural, Civil, and Building Services including Commissioning, Enclosure Consulting & Testing, and Assessments. With projects spanning 47 states, G&W continues to deliver innovative, client-focused solutions built on quality, collaboration, and trust.

RESPONSIBILITIES

- Coordinate and support all business development and marketing initiatives across the firm.
- Manage and maintain the CRM database to track leads, proposals, opportunities, and client interactions.
- Collaborate with internal teams to prepare proposals, presentations, and qualification packages.
- Coordinate G&W's participation in industry events, sponsorships, and association activities (ULI, IFMA, IREM, BOMA, NAIOP, BCxA, etc.).
- Assist with business development outreach campaigns, content creation, and social media support.
- Ensure consistent messaging and materials across all service lines and market sectors.
- Track BD metrics including leads, proposal activity, win rates, and ROI of marketing and event investments.
- Support leadership with meeting briefs, follow-up summaries, and scheduling for key client and partner interactions.
- Foster collaboration between marketing, business development, and project management to ensure smooth handoffs and client alignment.

QUALIFICATIONS

- Bachelor's degree in Marketing, Communications, Business, or related field.
- 3–5+ years of experience in business development, marketing, or client relations within the AEC industry preferred.
- Proficiency in CRM systems, Microsoft Office, and Adobe Creative Suite; experience with proposal automation tools a plus.
- Strong organizational, communication, and writing skills with attention to detail and deadlines.
- Proven ability to coordinate multiple projects and interact with all levels of staff and clients.

Skills and Abilities

- Understands the AEC industry and can translate technical information into compelling marketing content.
- Self-motivated, detail-oriented, and comfortable working in a fast-paced, deadline-driven environment.
- Capable of managing event logistics, proposal schedules, and client outreach simultaneously.
- Thrives in a collaborative, team-oriented culture aligned with G&W's G.I.V.E.S. values:
- Guidance – providing clarity and direction to clients and teammates.
- Initiative – turning ideas into action and impact.
- Vision – building lasting relationships and long-term results.
- Empowerment – acting decisively and with confidence.
- Service – supporting clients, colleagues, and the community with care.

EXPECTATIONS

- Active participation in local industry organizations (IFMA, IREM, NAIOP, BOMA, ULI, etc.).
- Regular reporting of BD activity and results to leadership.
- Ongoing professional development and contribution to G&W's business growth strategy.

Compensation

Competitive salary commensurate with experience, plus comprehensive benefits including medical, dental, vision, 401(k) with company match, paid time off, paid holidays (including birthday), life and disability insurance, and longevity bonuses with sabbatical eligibility.