



October 3, 2018

SMPS Members

REF: Marketing Coordinator Position

D. Wilson Construction is currently looking for a Marketing Coordinator for our growing business in South Texas. Please find for your information our Fact Sheet and Job Description.

The position will be headquartered in our McAllen, Texas Office but will require travel to San Antonio to support our regional office.

All interested in joining our team of employee owners please send resumes to:

JosueR@Dwilsonconstruction.com

Sincerely,

D. Wilson Construction Company

A handwritten signature in black ink that reads "Josue Reyes". The signature is written in a cursive, flowing style.

Josue Reyes
CEO

Firm Overview

D. Wilson Construction Company has built a solid reputation as a leader in commercial construction. With offices in the Rio Grande Valley and San Antonio, D. Wilson serves all of South and Central Texas. We specialize in General Contracting, Construction Management and Design-Build services for our institutional, public and private sector clients in Texas.

Markets Served

- Education
- Commercial Office
- Government
- Light Industrial
- Cultural
- Religious
- Retail
- Healthcare
- Civil

Corporate Structure/ESOP

D. Wilson Construction Company is an S-Corporation registered in Texas and is currently owned by the D. Wilson Construction Company ESOP, with 62 employee owners. Our organizational structure includes senior management, estimating, project management, superintendents, safety and corporate office professionals to support the needs for our clients and our communities.

Bonding Capacity

- \$75,000,000 Single Project
- \$200,000,000 Aggregate Bonding Capacity

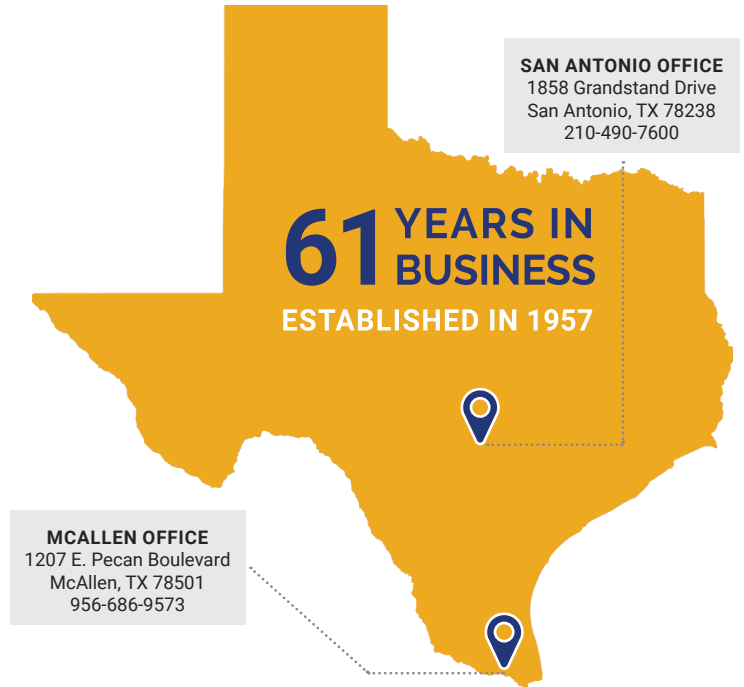
Government Registrations

- DUNS: 02-682-2940
- CAGE Code: 1CYR5
- TxDOT 2018 Pre-Qualification up to \$178M

NAICS Codes

236210	237310
236220	237990
237110	238990

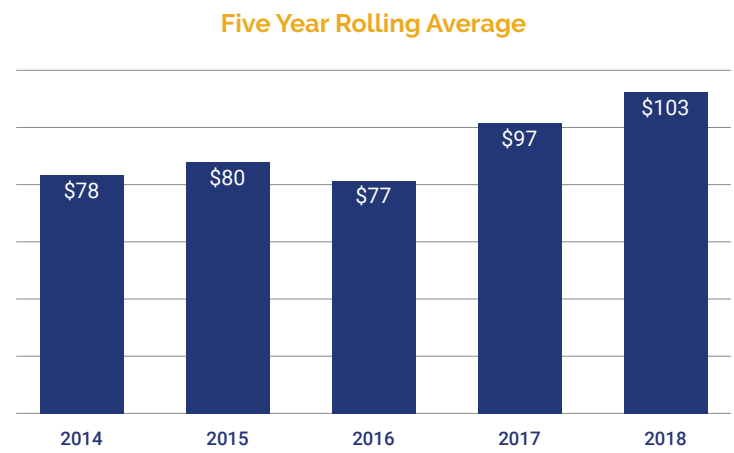
Texas Locations



Ranking

- Consistently ranked as one of the Top 100 Construction Companies in Texas by ENR Texas & Louisiana Magazine
- Largest employee-owned company located in South Texas

Annual Revenue (in millions)



* 2018 projected gross



2. Marketing Coordinator - This position will have demonstrated experience in the AEC industry as a marketing professional.

Summary:

- Manage and execute the company marketing plan
- Produce proposals, qualifications, award submittals and presentation materials
- Implement concepts for and production of collateral materials
- Manage a comprehensive company marketing database
- Developing and managing company social media strategy and plan
- Headquartered in McAllen, TX with occasional travel to support Regional Office in San Antonio, TX
- Reports to the CEO

Minimum Qualifications

- Bachelor Degree in marketing, communications, journalism or related discipline
- Minimum of 3 years prior marketing experience in the Architectural, Engineering, Construction (AEC) industry or similar capacity
- Strong written and verbal communication skills
- Expertise in Adobe Creative Cloud, InDesign and Microsoft Office Suite
- Excellent skills in time management, organizing, writing, proofreading and editing

Basic Responsibilities & Duties

- Attend pre-bid and pre-proposal conferences
- Produce proposals, qualifications, award submittals and presentation materials
- Develop and manage marketing deliverables from team members
- Develop layouts and produce proposals in InDesign
- Implement concepts for and production of collateral materials
- Manage company project, resume and solicitation database
- Communicate with team members for project and client information
- Interview project team members for value-added information to improve proposal responses
- Update external brochures with project information in InDesign
- Interview staff to draft resumes and project sheet descriptions
- Manage social media posts and website updates
- Planning of internal and external company events
- Attend internal and external community outreach events
- Assist with minor business development efforts

D. Wilson Construction Company is an equal opportunity employer committed to ensure fair and equal employment to all qualified persons without regard to race, color, religion, sex national origin, age, disability or veteran status.