



Job Description: Admin and Marketing Manager

Becker Professional Services

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Company Description

Becker Professional Services is a provider of professional planning and economic development services based in Stoughton, WI. We specialize in supporting local governments, non-profit organizations, and businesses in the areas of economic development, planning, and management. Our services include business retention and expansion, feasibility studies, industry sector analysis and strategy, tax increment financing, downtown development, project management, and program development.

We are a small but mighty team, looking to add marketing and administrative support to our growing company.

Role Description

This is a part-time (20-30 hours per week) in-person role for an Admin and Marketing Manager at Becker Professional Services. This role will be responsible for the following:

Marketing:

- Prepare and respond to grant opportunities and Requests for Proposals
- Update and maintain website
- Update and maintain marketing materials, including representative projects list, resumes, headshots, business cards, brochures/flyers/rack cards, presentations
- Create content for social media, blog posts, newsletters
- Maintain a list of relevant conferences, events, speaking opportunities and sponsorship opportunities

Administration:

- Manage the office space, greet visitors
- Assist with scheduling meetings, events, and travel arrangements
- Handle any incoming calls and email inquiries
- Maintain and update client database (CRM system), project files, and other records
- Assist with HR tasks such as onboarding materials and maintaining employee records
- Assist accountant/bookkeeper with compliance, insurance, tax, and other business needs
- Assist with creating and managing invoices and maintaining expense records
- Manage basic IT needs

The role is primarily located at our office in Stoughton, WI with clients located around the state of Wisconsin. There is some flexibility to occasionally work from home if desired.



Qualifications

- Excellent writing skills
- Strong attention to detail
- Excellent project management skills
- Self-motivated
- Strong interpersonal skills
- Desire to be a part of a growing, entrepreneurial company
- Education or Experience in Business administration, Marketing, or related fields a plus
- Experience with grant proposal writing a plus
- Data management experience a plus

Salary and Benefits

The salary range for this role is \$25-\$35 per hour, based on experience.

This is a part-time, nonexempt position.

Benefits include 40 hours of paid time off each year.

To apply, please send your resume and a relevant work (writing) sample to info@beckerproservices.com. Applications will be accepted on a rolling basis with a final deadline of May 10th.