



Marketing and Pursuits Specialist

Job Summary:

Verity Commercial is an award winning, fast growing professional advisory firm providing development and construction services, brokerage, data center real estate, and real estate investments. We are looking for a team member who can support both marketing and pursuit/proposal efforts with a proactive, can-do attitude.

You'll join a dynamic team with a culture deeply rooted in **Trust**, **Teamwork**, and a **Driven, Transformative** environment. This role supports a wide range of marketing, proposal, and compliance related tasks and requires someone who is exceptionally organized, adaptable, and comfortable working independently. This position can be remote, with availability required during our standard business hours of Monday–Friday, 8:30 AM–5:30 PM Eastern Time (or equivalent hours depending on location).

Required Experience:

- 5+ years of marketing, proposal, or communications experience with a bachelor's degree, or 8+ years of relevant experience in lieu of a degree
- **Strong proofreading and editing skills** with demonstrated ability to refine tone, clarity, and consistency
- Experience supporting fast-paced teams with shifting priorities

Key Responsibilities

Marketing

- Plan, coordinate, and/or create high-quality written and visual content
- Create and maintain corporate marketing materials/templates, including presentations, brochures, advertisements, and other collateral
- Draft and edit company news, press releases, and thought leadership content
- Coordinate and support award submissions and recognition opportunities
- Support updates and content for the company website and social media platforms
- Manage and coordinate with BD teams on targeted organization events and conferences
- Support strategies that advance brand awareness and business development

Pursuits/Proposal Support

- Manage or support the end-to-end proposal process for RFPs, RFQs, and client submissions, including shortlist interview presentations
- Review solicitation documents and develop proposal schedules
- Coordinate with internal teams, operations, and leadership to gather content
- Ensure proposals are delivered on time, on brand, and aligned with strategic objectives
- Maintain/create proposal templates, boilerplate language, resumes, and project sheets
- Maintain proposal and compliance checklists, workflows, and best practices
- Assist with maintaining accurate records for registrations, certifications, and other compliance documentation
- Improve efficiency and consistency across proposal efforts
- Support teaming strategies

You'll LOVE this position if...

- You thrive with freedom, autonomy, and minimal bureaucracy
- You enjoy switching between creative marketing tasks and structured proposal/compliance work
- You're energized by a fast-moving environment where initiative is valued

This position may NOT be the best fit if...

- You prefer highly structured environments with detailed daily guidance
- You're uncomfortable with shifting priorities or a lean business model
- You prefer roles with narrow, single-focus responsibilities

Please send resumes to Kellie Cisler at kcisler@veritycommercial.com. All inquiries are strictly confidential.

Employment Type

- Full-time with remote work available

Benefits

- Health, Dental, Vision Insurance
- 401K with Company Matching
- Annual Paid Time Off
- Annual Paid Holidays

Industry

- Commercial Real Estate
- Construction Management
- Development
- Project Management

Job Functions

- Proposal/Pursuit Support
- Marketing
- Communications

Skills

- Excellent computer skills with MS Office 365 (e.g. Outlook, Word, Excel, PowerPoint)
- WordPress, Smartsheet, CoStar, OneDrive, SharePoint, and/or Adobe Creative Suite (e.g. Acrobat Pro DC, Photoshop, Illustrator, InDesign) experience a plus
- Must be able to proofread and edit
- Attention to detail
- Excellent organizational skills
- Excellent verbal and written communication skills
- Ability to multi-task