



Marketing and Client Relationship Manager

Summary/Objective

Our Fort Collins, CO office is seeking a Marketing and Client Relationship Manager. This position is multi-faceted and at a high level, encompasses marketing and client relationship management and conference, workshop, and industry event coordination for both consulting services and products at EDM.

Essential Duties and Responsibilities:

- Serves as EDM's "Industry Liaison" for various utility trade organizations (IEEE, EEI, T&D World, UAA, etc.)
- Point of contact and responsible for client relationship management database
- Client/vendor relationship management
- Conference, workshop and industry event coordination, including serving as the Technical Director for EDM's International Conference on Overhead Lines
- Collaborate on and coordinate the maintenance and development of EDM's website
- Collaborate on the design and development of promotional and marketing literature (brochures, handouts, conference displays and banners, etc.)
- Update and maintain photo/video archive on corporate server
- Market research
- Trade show preparation and travel to shows to provide service/product promotion support
- Develop direct mail/email campaigns for products
- Collaborate on the design of services and product sales literature and promotional pieces
- Collaborate on the design and production of product labeling
- Provide sales support for PhaseTrakker, ConductaClean and other EDM products

Qualifications/Education/Experience:

- Degree in marketing, communications or related field of study preferred
- 5-10 years of marketing, conference/workshop/trade show coordination, communications, and utility industry-related experience preferred
- Familiarity with website and social media coordination
- Familiarity with communications campaigns
- Exposure to and working knowledge of client relationship management software solutions
- Excellence in written communication

Competencies:

- Adaptability and ability to deal with ambiguity
- Results driven
- Customer focus
- Relationship partnering
- Strong interpersonal skills
- Technical orientation
- Communication
- Approachability



Special Requirements - Pre-employment checks will require satisfactory results of the following screens:

- Background Check
- Motor Vehicle Driving Record
- Drug Test (including controlled substances)
- Education and Employment Confirmation
- Reference Checks

Supervisory Responsibility: None

Work Environment / Physical Demands:

- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually low.
- The employee is regularly required to sit, talk, and hear/listen. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds

Position Type/Expected Hours of Work:

- This is a full-time exempt/salary position

Other Duties:

The above job description is not intended to be an all-inclusive list of responsibilities and performance standards of the position. Incumbents will perform other job-related duties as assigned.

Salary Range: \$55K to \$85K annually, plus discretionary bonuses.

Benefits Include:

- Health Insurance (Medical, Vision, and Dental)
- STD / LTD/ Life Insurance
- 401(k)
- Paid Leave (Holiday, Vacation, Sick, etc.)
- Wellness Program
- Development Opportunities

About EDM

An employee-owned corporation, we're a fun, smart, and talented group of people who genuinely enjoy our work and make a difference! Whether it's engineering, asset management, geospatial, wildfire mitigation, or environmental solutions, we support our utility clients in positive and innovative ways, to contribute to society and sustainably manage and protect the natural environment.

EEO Statement

EDM is an Equal Opportunity Employer.

To Apply: Upload resume and cover letter on Indeed OR to apply by email see instructions on EDM website at: <https://edmlink.com/careers>