

## **Sponsorship Coordinator for Bluebeam Software**

Celebrating our 10th year, Bluebeam Software is a growing technology company made up of people who like to push the limits, be different and do great things. Our award-winning software is used by leading architecture, engineering and construction firms to implement paperless workflows and redefine the way they work, consistently resulting in faster and clearer communication, improved collaboration and reduced costs.

Behind the scenes, the Bluebeam Team works collaboratively towards the common goal of helping our customers do what they do better. At Bluebeam hard work is recognized, new hires are encouraged to share their ideas and the environment is friendly, energetic and fun. Learn more about our culture in this video: <http://www.bluebeam.com/work-at-bluebeam>.

Currently, Bluebeam's Marketing team is growing and looking for a Sponsorship Coordinator to identify, coordinate and implement marketing programs with top architecture, engineering and construction management university programs and professional organizations. The Sponsorships Coordinator will be responsible for building out this new marketing initiative amongst students, emerging professionals and existing professional networks.

Here is what the Sponsorships Coordinator will do:

- Research academic institutions to identify schools with leading architecture, engineering and construction programs.
- Contact top universities to build relationships with academic department heads, AEC-related club presidents and other key stakeholders.
- Identify opportunities to market and demonstrate Bluebeam technology to AEC students, and create and implement unique marketing programs tailored for each school including software donations, supporting design and construction competition teams and coordinating product training.
- Research chapters of professional organizations with a strong interest in technology including the American Institute of Architects, Construction Management Association of America, and United States Green Building Council.
- Build relationships with directors and members at top chapter organizations.
- Identify opportunities to demonstrate and market Bluebeam technology to professional organizations including lunch and learns, road shows, webinars and more.
- Identify speaking opportunities with professional organizations on the local and national levels. Work with the Sr. Manager, Communications to develop and submit speaking proposals to be conducted by members of Bluebeam's management team.
- Support interested customers and regions with creation of Bluebeam User Groups, including event and material coordination and promotion.

And, here are the requirements for this position:

- Must have 2-3 years of full-time marketing/advertising experience. Experience in the AEC or software industries is a huge plus.
- Must be extremely organized and detail oriented.
- Must have great communication skills and be able to cultivate and develop relationships via phone and email.
- Must be a self-starter who is able to plan, implement and build out Bluebeam's sponsorships initiative.
- Must be a creative thinker and able to adapt Bluebeam's messages and collateral to fit each university and professional organization's marketing opportunities.
- Must be customer focused and committed to always exceeding expectations.
- Must be flexible and able to adapt to changes quickly.
- Must be able to prioritize multiple tasks.
- Must be proficient with MS Office applications. Experience using PDF software for electronic markup and editing is a plus.
- Must be extremely comfortable learning new technology. After all, we are a software company.
- Ability to work in the U.S. without sponsorship.
- BA/BS degree required.

Bluebeam offers an excellent benefits package includes medical, dental, disability, and life insurance, 401k, and paid time off.

**If you think you are good match for the Bluebeam team, please send the following to [resumes@bluebeam.com](mailto:resumes@bluebeam.com):**

- ✓ Cover Letter
- ✓ Resume