

# The Davis Companies

## Marketing & Communications Coordinator

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**TITLE:** Marketing & Communications Coordinator

**COMPANY:** The Davis Companies

**LOCATION:** 125 High Street, Boston, MA

**REPORTING  
RELATIONSHIP:** Director of Marketing

**COMPANY  
BACKGROUND:**

Committed to excellence in both investment performance and operations, The Davis Companies was founded in 1976 and has earned a reputation for integrity, creativity and excellence, making it one of the premier integrated real estate investment, development and management firms in the Eastern United States. Headquartered in Boston and with offices in New York, Pittsburgh and Norwalk, CT, the company has a team of 100+ dedicated professionals who have invested more than \$4 billion in gross asset value through real estate equity, debt, and fixed-income securities. A unique combination of capital markets, development and management expertise allows The Davis Companies to nimbly tackle complex opportunities. Directly, and with its valued partners, The Davis Companies currently owns a real estate portfolio of approximately 12 million square feet of office, multifamily, retail, hospitality, light industrial, healthcare and bioscience properties. For more information on The Davis Companies, please visit <http://www.thedaviscompanies.com>.

**POSITION  
SUMMARY:**

Reporting to the Director of Marketing, the Marketing & Communications Coordinator is responsible for assisting with the development and execution of marketing programs that will enhance the firm's corporate and property awareness in the marketplace. This includes assisting with strategic and tactical initiatives that increase brand awareness, digital/social media presence, internal and external brand communication, and tenant/investor relationship management.

**RESPONSIBILITIES:**

- Working in close collaboration with the Director of Marketing and agency partners, assist in tactical execution of the corporate brand messaging, imaging, advertising, promotional decks, newsletters, e-blasts and targeted external communication.
- Assist with creating, designing, updating and posting all social media assets to the company and property websites, as well as enhance and create content for digital/social media channels. This includes graphics and video editing capabilities.
- Assist in deploying marketing events designed to promote thought leadership and community relations through targeted events. This includes live event coordination throughout the year.
- Assist in the coordination of property tactical marketing programs including: collateral material, content development, fact sheets, photography and event production and budgeting.
- Maintain marketing calendar, communicate cross-department needs and deadlines to all involved parties, and track project deliverables to ensure all projects get completed in a timely manner.

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- Coordinate meetings through activities including but not limited to scheduling, preparing meeting agendas, meeting materials, and drafting of meeting minutes.
  - Assist with all aspects of vendor billings: recording and organizing received hard copy and electronic bills, analyzing related contracts, drafting approval forms, tracking payments, and coordinating approvals with Director of Marketing.
  - Organize and maintain hard copy and electronic project files.
  - Assist with website updates utilizing WordPress to modernize images, structure and graphics.
  - Assist with media relations including monitoring, data collection, coordination with PR partners, and dissemination of press releases, as needed.
  - Other duties as assigned.

#### QUALIFICATIONS:

- B.S. degree in Marketing, Communications, Business or related field preferred.
- 3+ years' experience and demonstrated success in development and execution of marketing programs that leverage a range of outbound and inbound strategies, as well as a variety of channels.
- Strong writing, communication and project management skills.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Ability to adapt to shifting priorities, meet deadlines and effectively execute in a fast-paced environment, and maintain a sense of calm professionalism.
- Proven self-starter with the ability to work independently and take initiative with limited direction.
- Ability to work collaboratively with peers in a timely and respectful manner.
- Positive attitude and enthusiasm.
- Experience in digital media, photography, graphic design and video editing with working knowledge of: Word Press, Adobe Creative Suite, MS Office Suite, Hubspot or similar email marketing program, and iMovie/Movie Maker.
- Passion for real estate a huge plus.

**We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.**