

Sales and Marketing Coordinator

About Cunningham-Limp:

Cunningham-Limp (C-L) is a diversified real estate firm that specializes in development, design, and construction. We lead with a team of real estate experts, financial advisors, architects, engineers, and construction professionals. We deliver solutions by integrating with an ownership team and actively managing projects from concept through completion, assuming 100% responsibility for all phases of each project.

C-L is looking for an entry level Sales and Marketing Coordinator to join their team located in Novi, MI, with limited travel to Traverse City, MI. This is a vital role responsible for supporting the Business Development and Executive Sales Team. This person will contribute to the promotion of C-L's brand, individual projects, assigned sales support tasks, and will assist in the planning and coordination of events.

Core Values:

- Be humbly confident
- Act with integrity
- Be a part of something special
- Make it better for others
- Serve the customer above all else
- Treat others with respect

Key Marketing Responsibilities:

- Develop and execute creative marketing campaigns; manage C-L's website and social media to promote the brand, projects, and news.
- Create and distribute diverse content: emails, blogs, infographics, videos; share leadership updates, project highlights, and internal communications.
- Design and maintain promotional materials, coordinate company meetings, sponsorship events, client events, groundbreaking ceremonies, and outings.
- Coordinate with external vendors and internal departments for jobsite signage; co-manage the company's branded apparel site.
- Create compelling videos (project highlights, client testimonials, corporate overviews).
- Attend industry networking events and client meetings; assist the Business Development team with CRM updates and notes.

Key Sales Responsibilities:

- Develop and manage a sales & marketing database.
- Assist with and prepare proposals.
- Manage sales correspondence.
- Schedule sales meetings.
- Assist with sales tasks.

Skills & Requirements:

- Bachelor's Degree Preferred
- Microsoft Office Suite
- WordPress
- Graphic Design (Canva, Adobe Suite, or similar)
- Photography/videography skills preferred
- Knowledge of a CRM (HubSpot or similar)
- Strong writing, editing, and verbal communication skills

CL Benefits & Perks:

Striving to to be an employer of choice, C-L empowers employees with flexible scheduling and an unlimited PTO program.

- Competitive benefits
- Bonus
- Sales Incentive
- Professional growth opportunities
- Flexible schedule – Triple A Program
- Tuition reimbursement
- Unlimited PTO
- Paid community service days
- Parental leave
- Quarterly company-wide meeting
- Family friendly events
- Team building outings
- 401K safe harbor match
- Employee influenced charity contributions and participation

If interested, please email your resume to marketing@clc.build

All qualified applicants will receive consideration for employment without regard to the individual's race, color, sex, national origin, religion, age, disability, genetic information, status as a military veteran or any other characteristic protected by applicable law.