



## **Digital Content Manager**

### **General Summary**

Anchor Construction Corporation has an immediate opening for a Digital Content Manager with relevant experience working within a 400+ employee organization. Anchor is experiencing significant growth and its Business Development Team is modernizing—delivering internal and external services in new and creative ways to harness this growth.

The position is in Lanham, MD and reports directly to the Senior Vice President of Business Development.

The successful candidate will be a key member of the high-performing BD Team. Must have a proven ability to research, plan and implement key deliverables, and lead creative professionals.

### **Responsibilities**

- Write, proofread and edit creative and technical content.
- Vet and post content to social media (Facebook, LinkedIn, Instagram, etc.) and company Web site.
- Analyze and report metrics.
- Drive collateral improvement initiative.
- Lead in-house team members and outside consultants.

### **Qualifications**

- Minimum 7+ years of significant professional work experience, including leading professionals.
- SugarCRM experience a plus.
- Highly proficient in videography.
- Excellent analytical skills.
- Strong verbal and written communications skills (AP Style).
- Exceptional project management skills.

## **Education**

- Bachelor's and master's degrees in communications, journalism, public administration, law, business development, public policy or a related field.

Anchor Construction is an Equal Employment Opportunity/Affirmative Action Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, protected veteran status or any other characteristic protected by law.

## **Grounded in Excellence**

Since 1985, Anchor has been a trusted heavy civil contractor to federal, state and local government agencies, private organizations and commercial institutions throughout Washington, D.C., Baltimore and Northern Virginia.

When Anchor first opened its doors 35 years ago, the company specialized in surface restoration projects. Today, surface restoration is just a small part of the comprehensive suite of full-scale utilities and infrastructure services offered by Anchor.

Identified as an 'essential business' earlier in 2020, our team of highly-skilled professionals continue to build and rehabilitate critical infrastructure every single day for the public good.

It's time you joined Anchor!

**Please email your one-page cover letter and resume to:**

Virginia SG Heminsley  
Anchor Construction  
Talent Acquisition Manager  
[vheminsley@anchorconst.com](mailto:vheminsley@anchorconst.com)