

## Job Purpose

CJMW Architecture is seeking a driven, passionate Marketing Manager with a strong desire to learn and grow. The Marketing Manager will support firm-wide business development, project pursuits, and visibility efforts including RFP / RFQ responses in coordination with individual sector leads and firm leadership team. Key responsibilities include team management; workload management; content and proposal development; and marketing quality reviews.

Strong writing and graphic design capabilities are an important part of this position. The successful candidate will be organized, detail-oriented and manage multiple projects simultaneously. It's a fast-paced, deadline-driven job that will have you working on something different every day.

## Duties + Responsibilities

- Proposals, RFP / RFQ Responses and Presentations:
  - Preparing proposals, qualifications packages and presentations for prospective clients
  - Working with leadership, technical staff, and other marketing team members to design, write and produce proposals, presentations, and other marketing collateral.
  - Coordinates or obtains information from consultant firms to be included in proposals and presentations. Research project details such as budgets, size, client reference, etc.
  - Manages subconsultant opportunities for the firm including reviewing opportunity and following Go/No Go process, coordinating with task leads as needed, and overseeing compilation of information for prime firms.
- Marketing Promotion and PR Activities
- Develops and implements social media plan to include Twitter, Facebook, and LinkedIn.
- Responsible for maintaining company website.
- Manages collateral materials development, public relations and advertising programs, corporate identity development and implementation, special events, direct-mail programs, e-blasts and market research activities
- Coordinates activities of marketing consultants including website consultant, photographers, and PR consultants as needed
- Write and updates project profiles and personnel resumes to be used for marketing purposes
- Represents firm to clients, peer organization and business associates as needed to support business development efforts including attendance as trades shows as needed.
- Other Related Activities
- Manages marketing personnel and projects
- Coordinate special events such as conferences
- Prepares award submittals

**Qualifications**

- Degree in Marketing or related field and 3-8 years of experience providing support to marketing and business development department, preferably in a professional services firm
- Strong managerial and delegation skills
- Strong organizational and time management skills
- Excellent oral and written communication skills
- Proficiency in Microsoft Word and Power Point
- Proficiency with Adobe Creative Suite including InDesign, Illustrator, Photoshop
- Familiarity with Deltek Vision and with Buffer or other social media posting technologies, WordPress, MyEmma or similar email

**Demonstrated Abilities**

- Strong writing and computer skills are a must.
- Organized, highly motivated, able to work independently and as a member of the team
- Detailed oriented with ability to meet firm internal and external deadlines
- Ability to meet deadlines in a fast-paced environment
- Good mentoring/teaching abilities and leadership/managerial skills
- Comprehensive knowledge of firm's practice, clientele, goals, policies, and procedures
- Basic understanding of A/E/C industry terminology and delivery methods
- Excellent organizational skills

If this sounds like you, please send a targeted resume highlighting your experience and a letter telling us why you should be considered as a potential candidate. Please submit [careers@cjmw.com](mailto:careers@cjmw.com).

Salary is negotiable and will be based on experience. Full benefits package including 401k and significant advancement opportunities. CJMW Architecture is an Equal Opportunity Employer.