

June 26, 2023

MARKETING PROPOSAL COORDINATOR



Noll & Tam Architects is seeking a full-time Marketing Proposal Coordinator to join our marketing, communications, and business development team.

We are a 40+ person, award-winning architecture and interior design practice in Berkeley, CA, dedicated to building vibrant communities through inspired public spaces. Our diverse and passionate staff are engaged in the art of creating Uncommon Spaces for the Common Good. Since 1992, the firm has specialized in the design of civic and community buildings for both new construction and renovation. Our projects include community centers, libraries, recreational facilities, higher education buildings, K-12 schools, healthcare and wellness centers, zoos and animal care facilities, and public safety facilities. We are a majority women-owned firm and a Just 2.0 organization—a designation that demonstrates our commitment to social justice and equity. Our work culture is collaborative and friendly. We pride ourselves on supporting the career development of our staff and look for candidates who are interested in growing with us.

Under the direction of the Marketing Manager, the Marketing Proposal Coordinator will collaborate with the marketing team, principals, and senior technical staff to coordinate and carry out marketing activities in a strategic, fast-paced, deadline-driven environment. You will be empowered to take on a wide range of roles and responsibilities guided by your skills and interests. Our ideal marketing partner is engaged, collaborative, well organized, detail driven, creative, adaptable, and eager to learn.

Responsibilities include, but are not limited to:

- Coordinate and prepare proposals, qualifications packages, and award submittals.
- Gather information about prospects and participate in proposal strategy in support of firm's principals and marketing staff.
- Conduct market research and RFQ/RFP tracking for business development efforts.
- Assist with written content for marketing resources, such as project descriptions, resumes, firm boilerplate, award submittals, public relations/publicity materials, and website content.
- Coordinate and prepare materials for client presentations and interviews.
- Maintain data in firm's information management system (Deltek Vision), including project, staff, and pursuit data.
- Assist with preparing for conferences, marketing/business development events, etc.

Required skills for a successful candidate:

- Bachelor's degree in marketing, communications, or related field.
- A minimum of two to five years of marketing experience in the architecture, engineering, or construction industries, or other professional industry.

- Excellent creative and technical writing skills, including grammar and spelling; editing and proofreading capabilities.
- Team player and excellent collaborator, as well as independent contributor.
- Ability to recalibrate priorities in response to changing needs and schedules.
- Excellent time management, organizational, and communication skills.
- Understanding of social media platforms and content creation.
- Proficiency in MS Office Suite and Adobe Creative Suite applications, specifically InDesign.
- Working knowledge of Deltek Vision and/or other CRM software preferred.
- Willingness to travel/attend firm-directed conferences.

Comprehensive benefits include:

- A generous 4-week vacation policy, 9 paid holidays, and sick time.
- 100% medical, dental, and vision coverage, a Safe Harbor 401(k) Plan, long-term disability, life insurance, FSA, transit reimbursement and cell phone stipend.
- Hybrid schedule—3 days in the office and up to 2 days of optional remote working.
- 20 hours of paid professional development time per year.

Salary range: \$65,000-\$85,000, commensurate with experience.

Submit a cover letter and resume in a single PDF attachment by email to jobs@nollandtam.com. In your cover letter, please tell us why you are a good fit for this position and describe something you are proud of from your work life so far. No phone calls, please.