

MARKETING DIRECTOR, 10 YEARS' EXPERIENCE

Noll & Tam Architects, an award-winning, 40+ person architectural firm in the SF Bay Area, designs Uncommon Spaces for the Common Good. We specialize in a wide range of public and private projects, contributing meaningfully to our clients, community, and environment. As a proud majority women-owned firm and a JUST organization, we foster a collaborative and friendly culture.

Are you a Marketing professional with a passion for architecture, experience in securing projects, and a dedication to promoting impactful work?

As a key member of our business development team, the Marketing Director will lead and mentor our Marketing team, collaborating closely with the Marketing Manager, Marketing Coordinator, and Graphics Manager. In this fast-paced, deadline-driven role, you will work with firm leadership to manage the Marketing department, taking on various responsibilities shaped by your skills and interests. Our ideal candidate is engaged, positive, highly organized, creative, adaptable, and eager to learn and teach.

Job duties include, but are not limited to:

Competitive RFP Process

- Provide oversight and quality control for proposals, qualifications packages, collateral, presentations, social media, and other marketing activities.
- RFQ/RFP lead tracking
- Lead interview strategy, coaching, and preparation/rehearsal for client interviews
- Make recommendations to Principals on improving Marketing processes
- Manage, lead, coach, and train Marketing staff

Business Development and Strategic Marketing

- Collaborate with PR consultants on public relations efforts
- Act as liaison to strategic marketing consultant
- Collaborate closely with Principals and strategic marketing consultant to develop Marketing strategy and set business development goals
- Research for business development
- Monitor progress of firm's Business Development sector groups
- Coordinate with Principals to develop and track annual Marketing budget
- Track success metrics, such as shortlist rate, win rate, etc.
- Develop and maintain relationships with consultants, clients, and contractors
- Run Marketing meeting (weekly) and Strategic Marketing meeting (monthly)

Required skills for a successful candidate:

- Minimum BA/BS degree
- Minimum 10 years' experience, *including management*, in a Marketing or Communications role at an architecture/engineering/construction firm.
- Strong understanding of the Architecture industry
- Experience in Marketing for the Public sector (civic/community, K-12, higher ed, etc.) is highly desirable
- Organized and self-motivated, with extensive proposal process experience and a passion for results
- Advanced ability to work under tight deadlines, coordinating and executing on several projects simultaneously
- Excellent written and verbal communication skills
- Advanced creative and technical writing skills, grammar, spelling, and editing/proofreading capabilities
- Proven ability to lead and motivate others
- Experience in and enthusiasm for training and development
- Proficient in both MS Office Suite and Adobe Creative Suite
- CRM database management

Benefits include:

- 100% employer paid Medical, Dental, Vision, LTD & Life Insurance
- Generous PTO includes 4 weeks of vacation, 9 company holidays and sick time.
- 401K Safe Harbor Plan
- Health and Childcare FSAs
- Commuter Benefit
- Employee Assistance Program
- Professional Development and Professional Memberships support

**Currently, this is a hybrid position split between 3 in-office and 2 optional remote days.*

Salary range: \$130-180K commensurate with experience.

Application guidelines:

Submit a cover letter and resume in a single PDF attachment by e-mail to jobs@nollandtam.com.

In your cover letter, please tell us something you are proud of from your work life so far.

No phone calls, please.