

Marketing and Pursuit Manager

Noll & Tam Architects is growing our marketing team. We are looking for a Marketing and Pursuit Manager who is passionate about finding opportunities, building trusted partnerships, and crafting clear, compelling stories about our work and values.

Our projects support daily community life. We design libraries, schools, zoos, community centers, and civic spaces that bring people together and strengthen communities.

This role combines pursuit strategy, proposal management, firm storytelling, and business development support. You will lead and coordinate responses to RFQs, RFPs, and interview prep while helping strengthen the firm's brand and visibility across multiple market sectors.

You will work closely with the Marketing Director, principals, project teams, consultants, and external partners to communicate the value of our work clearly and thoughtfully. The ideal candidate is an excellent communicator, highly organized and collaborative, with a strong eye for graphics. You should be comfortable managing multiple deadlines in a fast-paced environment.

What We Value

We value people who are thoughtful, kind, collaborative, curious, and invested in community-centered work. We are looking for someone who can bring strategy, creativity, and clarity to the pursuit process while helping communicate the impact of our projects.

Responsibilities

- Lead and manage RFQ, RFP, and interview response processes from kickoff through submission
- Craft compelling project narratives and visual storytelling materials
- Develop proposal strategies, schedules, outlines, and messaging in collaboration with firm leadership
- Write, edit, and coordinate proposals, SOQs, resumes, project sheets, and interview materials
- Support business development tracking, opportunity research, and teaming coordination
- Coordinate with consultants and partners during pursuit development
- Maintain and organize marketing materials, templates, project data, and resumes
- Support award submissions, conference materials, and speaking opportunities
- Contribute to website content, social media, and firm communications
- Help strengthen and evolve the firm's overall brand and marketing approach

What Experience You Need

- Demonstrated interest in design, the built environment, and public architecture, with a commitment to improving communities
- 6 to 10 years of experience, ideally in AEC or professional services
- Bachelor's degree in a related field preferred
- Strong experience leading complex pursuits and working with multidisciplinary teams
- Experience working with CRM systems to track opportunities and support business development efforts

About Noll & Tam

Uncommon Spaces for the Common Good

At Noll & Tam, we design public buildings that bring people together and support everyday life. Our work is grounded in listening, collaboration, and a deep understanding of the communities we serve. We believe good design should be accessible, inclusive, and lasting.

We are committed to creating a workplace that supports our staff as whole people. We respect personal time, value flexibility, and believe that strong teams are built through trust and balance.

Salary Range: \$95-125k

Comprehensive benefits include: 100% medical, dental, and vision premium coverage, a Safe Harbor 401(k) Plan, long-term disability, life insurance, FSA (Flexible Spending Plans) for health, dependent care, transit and parking, free onsite parking, and cell phone stipend. We also offer generous PTO that includes 9 paid holidays, 4 weeks' vacation time, and sick time.

Our office has a hybrid schedule that includes 3 days working in the office and 2 days are optional to work from home.

Apply: Please submit your cover letter with work samples and references in **a single PDF** attachment by email jobs@nollandtam.com. Please limit size to 10MB. No phone calls, please.

Work samples should include:

- Writing samples with context of what your contribution was
- Graphic content you are proud of and details about the process

We are an equal opportunity employer that does not discriminate based on race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status