

October 13, 2022

Marketing Manager:

Denver / Boulder Colorado - Full-Time Employment

Arch11 is seeking an experienced, marketing manager to join their studios located in Denver and Boulder, Colorado. The role requires critical thinking, problem-solving skills, the ability to communicate well with others, and move seamlessly between multiple responsibilities. Ideally, this candidate will have previous experience in an architecture/design firm or related industry.

The marketing manager will be responsible for coordinating all efforts to increase new business opportunities through ongoing RFP responses and peripheral communication including, but not limited to, website development, social media, presentations, and public events. They will also participate in internal staff training that focuses on strengthening individual representation of the firms' values to potential clients in addition to collaborating with designated senior associates on multiple and specific marketing efforts.

Arch11 is a firm committed to equity and inclusivity. We are focused on a culture of design and lives well lived. We strive to support the nuances of working through the current situation of COVID and take the lessons learned into the post-COVID environment. We support flexibility in the work environment while navigating the completion of our exceptional work. We are competitive in compensation and benefits and maintain highly creative and engaging working environments.

Join us.

Please submit a cover letter, resume, and references to HR@arch11.com

To see our work, visit www.arch11.com

Position Requirements:

- Assist with strategy and development of LOI/RFQ/RFP responses
- Assist with strategy and coordination of sub-consultant teams for proposals
- Creative writing and narrative development for outgoing content
- Maintain the studio's master client lead list
- Inform the decision-making process for new opportunities
- Lead awards submission pipeline and production
- Oversee and update firm website content through Kirby CMS back-end admin interface. Ability to efficiently troubleshoot, edit, create, and upload website content to support overall firm communications
- Oversee and update the firm social media content and lead social media campaign development
- Participate in the development of client interview presentations
- Coordinate all outgoing written content and visual collateral
- Establish appropriate networking opportunities
- Other duties as assigned

Experience Requirements:

- BA or BS degree required
- Minimum of 5+ years of marketing/communications experience, preferably in the Architecture/ Design or related industry.
- Proficiency with Microsoft Office Suite and Adobe Creative Suite
- Proficiency with social media platforms, website CMS platforms, and email marketing campaigns
- Excellent written and verbal communication skills

- Meticulous attention to detail, quality, and thoroughness
- Proactive and able to work independently with good judgment and with minimal direction
- Highly organized and capable of effectively handling multiple projects and tasks concurrently
- Adaptable and resourceful in handling shifting, sometimes competing, priorities and tight deadlines while maintaining a friendly, positive, and helpful attitude
- Ability to interact with clients, consultants, and colleagues alike with the utmost professionalism
- Commitment to strict confidence and discretion around highly sensitive information
- Ability to work within a team structure
- Strong, positive references

Culture, Compensation & Benefits

In the post-Covid world, we are offering flexible work conditions. While most of us work remotely, we encourage using the studios for in-person collaboration, model-making, and meetings. Relocation to Colorado is not required but working with us may be a good excuse to pick up and move here.

We offer full health coverage, matching Simple IRA, schedule flexibility, and paid vacation, holidays, and personal time. Salary is \$75,000 - \$100,000 a year depending on experience.