

Company Information

Core Purpose

Our Core Purpose is to positively impact people, communities, and the environment with innovative solutions and excellence in planning and design. Big-picture thinking has allowed us to become a leader in sustainable design. We have built nearly a dozen energy-positive buildings by combining an integrated design approach with a willingness to utilize alternative delivery methods. These buildings generate more on-site renewable power than they consume! Great design is more than cutting-edge building performance. Designing a building or developing a site is an opportunity to steward nature, engage our communities, and manifest our client's vision.

Core Values

The core values that shape our culture are people, passion, commitment, integrity, and innovation. We are passionate about our people, client relationships, project management systems, architecture, sustainable solutions, development, entrepreneurial endeavors, and profitability. We work in an open and collaborative environment that encourages professional growth. We're looking for creative, motivated design professionals looking for an opportunity to leverage their knowledge to achieve excellence in building design.

BHAG (Big Hairy Audacious Goal)

Our BHAG is the result of the overlap of "what we are passionate about, our core values, and our core purpose": To transform Sfl+a Architects into the preeminent design company of high-performance facilities in the nation specializing in alternative delivery methods.

Job Description

Job Title

Marketing Manager

Reports To

Chief Operating Officer

Job Purpose

Responsible for leading, researching and producing marketing materials, proposals, communications, and presentations. The perfect candidate will possess outstanding written and verbal communication skills, demonstrate strong organizational abilities, and be meticulous in their attention to detail. They should have expertise in A/E marketing strategies, campaigns, and project pursuits. Stay abreast of the changing business climate and markets. Exceptional writing skills are crucial, ensuring clear, cohesive, and persuasive messaging tailored to each client and audience. This role demands the ability to manage multiple projects simultaneously, each with its own timeline and deadlines

Duties and Responsibilities

- Lead, design and produce proposals and qualifications packages in collaboration with others in the firm. This includes writing qualification portions of proposals, integrating technical portions, and editing the document for consistency, grammar, and compliance with stated requirements.
- Develop and maintain marketing assets for proposals and marketing materials.
- Develop presentations and help craft talking points for interviews and other engagements.

- Develop high-quality graphics supporting proposals and presentations.
- Collaborate with business development team in identifying new and expanded marketing opportunities and coordinating client communications.
- Maintain all marketing collateral materials: resumes, project sheets, firm information, project images
- Coordinate project photography with in-house team and photographer.
- Assist and coordinate the preparation of awards submittals, conference participation, publications, etc.
- Manage the firm's media presence and maintain social media communications. Develop regular and consistent post content. Actively pursue editorial content with trade magazines.
- Manage firm brand, continually improving firm messaging, branding and communication.
- Manage website content and develop ongoing website refinements and improvements.

Job Requirements

Qualifications and Skills

- Strong interpersonal and communication skills
- Strong graphic design skill and sense
- Good time-management skills
- Strong organizational and analytical skills
- Great attention to detail
- Team player

Education, Work Experience and Licensure Requirements

- Bachelor's degree or higher in Marketing, Communications, Graphic Design
- 5-10 years' experience in A/E/C industry or marketing/communications field.
- Experience with Adobe Creative Suite and Office 365

Benefits

Insurance

- Health, Dental and Life Insurance-100% company paid per individual
- Vision Insurance 100% company paid for family
- Short-term/long-term disability - company paid per individual
- Term life insurance - company paid per individual

Paid Time Off

- Paid holidays, eight days, including New Year's, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas
- Fifteen days Paid Time Off (PTO), including vacation, sick leave, and personal time off; 3 Floating Holidays

Other Benefits

- Paid Employee Parking
- Summer Half-Day Fridays

Retirement Plan

- 401(k) Safe Harbor Retirement Plan
- 4% Employer matching contribution, vested 100% immediately

Professional Associations and Licensing

- Paid association membership dues.

Now is the Time - Join us and help transform SFL+A into the preeminent design company of high-performance facilities in the nation specializing in alternative delivery methods.