

Full-time Marketing Coordinator/Director needed for award-winning Architecture and Design firm, with potential to advance to Business Development Director position. Responsibilities include writing submissions for RFPs, developing and updating marketing collateral, award submissions, new business development, identification of potential market segments/clients and representing the firm at professional events.

Qualifications should include:

- 5 -10 years marketing or business development experience with an architecture and/or interior design firm
- Professional demeanor, and fully comfortable representing the firm for networking and prospecting at professional events
- Strong attention to detail and organizational abilities
- Excellent verbal and written communication skills
- Graphic Design and/or photography skills a bonus
- Command of PR methods and approaches for a design firm
- Media relations, New (press releases, media alerts, Byline articles, Crisis public relations, speaking opportunities)
- Able to work well under pressure, meet deadlines, multi-task, and follow-through
- Flexible, a proactive team player, creative thinker
- Experience responding to RFP's
- Ability to "hit the ground running" to grow the firm's profile and success in the market
- Working knowledge of MS Office Suite and graphics software (InDesign, Photoshop, Illustrator)
- Explore with Social Media

Please send cover letter, resume, and writing sample in pdf format, to jobs@joshuazinder.com

Please no phone calls.