



The Phoenix office of distinguished healthcare architecture firm, Devenney Group Ltd., Architects, is seeking an experienced Marketing and Communications Manager. This position is responsible for developing, maintaining and making readily available all marketing material to support business development strategies. The Marketing and Communications Manager works closely with the Director of Marketing developing marketing materials that are manner consistent with the Mission, Vision, and strategic objectives of Devenney Group. Responsible for managing companywide communications by identifying and utilizing various media outlets (social media, publications, etc) to help promote brand recognition. The position also includes event coordination and CRM database contribution.

Duties:

Marketing Collateral & Proposal Responses - Identify and apply winning proposal practices and writing methodologies to incorporate information and themes into proposals. Manage the coordination, writing, editing and production of statements of qualifications, proposals, presentations and other marketing materials.

Content Development & Management - Develop and execute communication initiatives to raise visibility of the firm and position key staff as design and knowledge leaders.

Information Systems -Update and maintain accurate project, staff and contact information in shared drives and CRM system by working with project management team to gather technical information pertinent to marketing and business development.

Business Development Support - Assist in research and tracking of target markets and clients. Identify and implement marketing strategies to support these efforts.

Public / Community Relations - Development and distribution of new employee announcements, project announcements, project updates, sponsorships, award submissions, special event planning, brand awareness and adherence.

Attributes:

- Energetic; enthusiastic; Self-starter;
- Problem solver
- Team player with ability to work independently
- Creative and strategic thinking
- Committed to continuous improvement; interested in learning and growing
- Excellent conceptual ability; Understands concepts behind marketing content
- Well-organized, disciplined, and demanding of a high-quality work product
- Excellent writing and editing skills. Ability to outline, and organize ideas.
- Knowledge of architectural process
- Even-tempered; ability to cope under pressure
- Willingness to listen

Recommended Qualifications: Degree in Marketing, Business, Communications or equivalent experience.

Proficient in Adobe Creative Suite, MS PowerPoint, Social Media Outlets and Database Software (Deltek, OpenAsset). Working knowledge of printing, reprographics and photography processes.

Devenney Group Ltd., Architects offers a competitive compensation and comprehensive benefits package including health and wellness benefits, 401k plan, and work/life balance program, as well as opportunities for career growth and development.

Resumes can be sent to dcook@devenneygroup.com.