

## **MARKETING / PROPOSAL MANAGER**

### **FULL TIME POSITION – PHOENIX, ARIZONA**

GH2 Architects, LLC is a full-service architecture and design firm with over 51 years of experience and offices in Phoenix, Tulsa, Oklahoma City, and Denver. We are seeking a Marketing/Proposal Manager to join our growing team.

Our Marketing and Business Development teams are equal parts passionate and collaborative when it comes to supporting the architects, landscape architects, and interior designers – especially when it comes to crafting engaging proposals and statements of qualification. This position will work within our marketing team and will coordinate with our business development team, firm leaders, and project managers to support GH2's marketing efforts in the Arizona market. Ideal candidates will have proficiency with Adobe Creative Suite – specifically InDesign – and have strong graphic, writing, and organizational skills. The position will work both in-person and virtually with team members firm-wide.

#### **PRIMARY AREAS OF RESPONSIBILITY INCLUDE:**

- Creating world-class proposals, statements of qualifications, and marketing collateral
- Creating presentations to support critical meetings like interviews, introductory meetings, etc.
- Assist with tracking and prioritizing marketing pursuits
- Maintain standardized marketing collateral including resumes, project descriptions, photographs, etc.
- Assist with maintaining CRM with contacts, project information, etc.

#### **ADDITIONAL RESPONSIBILITIES AND SUPPORT:**

- Identify and support creation of industry-leading graphic designs
- Identify and support award submissions
- Identify and suggest website updates for the Arizona Market
- Assist in coordinating, scheduling, and attending photoshoots
- Assist with social media content management
- Assist in planning and coordination of tradeshow, conferences, and career fairs
- Identify and assist with planning and execution of internal and external special events

#### **QUALIFICATIONS:**

- Bachelor's degree in Marketing, Advertising, Communications, or similar preferred
- Experience in the Architecture, Engineering, and Construction (AEC) industry preferred
- 5+ years' experience in A/E/C marketing
- Proficient in Adobe Creative Suite - primarily InDesign (Photoshop and Illustrator)

experience also desired)

- Proficient in Microsoft Word, PowerPoint, and Excel
- Able to prioritize and manage multiple projects in a fast-paced environment while maintaining attention to detail
- Proactive planning, critical thinking, and problem-solving skills are a must
- Strong communication and organizational skills
- Able to work independently as well as collaboratively in a hybrid environment with a dispersed team
- Experience using OpenAsset, Cosential, and SharePoint preferred, but not required
- As a multi-faceted firm, candidates will be flexible to support additional firm efforts as required

This position offers a competitive salary and benefits commensurate with experience. GH2 is a firm with a fun and collaborative work environment that fosters design excellence, professional growth, dedication to quality, and mutual respect among professionals.

GH2 provides equal employment opportunities to all employees for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**HOW TO APPLY:**

**Interested candidates should email a cover letter with salary requirements, résumé, and limited work samples in a single pdf file to [careers@gh2.com](mailto:careers@gh2.com)**

**All inquiries will be kept strictly confidential.**