

Safdie Rabines Architects

Description

Safdie Rabines Architects is an award-winning design practice that specializes in Academic, Residential, Civic, and Infrastructure projects. Our culture sets us apart from most with our commitment to serve our clients, our community and our employees. We seek those professionals aligned with our core values - integrity, commitment, respect and excellent reputation.

As a key member of Safdie Rabines Architect's team, the Director of Marketing & Business Development will provide leadership and support on a variety of business development and marketing assignments, ranging from highly strategic proposals to developing compelling stories that promote the overall design expertise of the business.

The ideal candidate will have a background in architecture well-versed in Marketing and BD requirements relating to architectural professional services; is organized, accountable, and demonstrates responsibility for meeting deadlines and following through on commitments.

Our Director of Marketing & Business Development will be responsible for the following general activities:

Business Development Responsibilities

- Organize, plan, schedule and manage the firm's business development efforts/strategies.
- Work with leadership to retain current clients, and identify new, strategic opportunities.
- Tracks long-term project opportunities to develop strategic pursuit efforts.
- Develop the proposal management schedule (RFQs and RFPs), establish priorities, document and track team task assignments, and keep team accountable to internal and external deadlines.
- Provide regular status reports to leadership related to proposal pursuit metrics and outcomes.
- Lead the presentation development and interview preparation process, developing or offering suggestions for persuasive, strategic, and compelling messaging.

Marketing Responsibilities

- Manage, plan, and coordinate a firm's marketing efforts (including advertising, publications, and awards submittals).
- Lead the coordination of publicity efforts (groundbreakings, ribbon cuttings, etc.).
- Develop sector-specific marketing collateral and promotional materials, as needed.
- Maintain a working knowledge of the company, staff capabilities, subconsultants, client and competitor details to assist in creating the most strategically positioned and technically competent team to win the work.
- Mentor Marketing Coordinator.

Job Qualifications

- Bachelor's degree in Marketing, Journalism, Communications, or related fields is a plus.
- 5+ years prior work experience, preferably in the A/E/C industry.
- Self-motivated and addresses day-to-day tasks and schedules independently.
- Excellent oral and written communication skills.
- Proficient in MS Office, Adobe InDesign, Adobe Acrobat Pro, or other graphics programs.