

Marketing Specialist - Proposals

BAR Architects & Interiors is seeking a highly motivated, personable Marketing Specialist who will write, coordinate, and produce marketing proposals and support firm-wide marketing efforts via research and strategy for existing and target markets plus broader administrative support for the Marketing Department. Our ideal Marketing Specialist is a self-starter, thrives on in-person collaboration, pursues both learning and knowledge sharing, and exhibits a passion for design and the built environment.

PRIMARY ATTRIBUTES AND CONTRIBUTIONS

- Pro-active mindset full of imagination and innovative thinking; ability to provide unique insight into marketing challenges and contribute to needed solutions in unexpected ways.
- A great storyteller and communicator, turning basic details and information into compelling narratives.
- Extraordinary at all aspects of proposals from start to finish including concepting, writing, editing, coordination and production, resulting in convincing qualifications and winning proposals.
- Aesthetic skills and a keen eye for visual details.
- Highly proficient with key software plus an appetite for learning new programs.
- Ability to juggle myriad tasks and shifting priorities in a timely manner without close supervision.
- A can-do attitude and a consistent bias toward action.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research and strategy for existing/core and target market sectors.
- Write, edit, and manage proposal elements such as statement of qualifications, resume review, and coordination with subconsultants, project managers and Project Principals.
- Proactively liaise between marketing department and others to ensure deadlines are met.
- Maintain and edit a variety of standard marketing materials with guidance from Director of Marketing.
- Provide support for prospective client interview preparation.
- Monitor RFP and RFQ opportunities in core market sectors.
- Track and report overall win/loss metrics.
- Support/help advance use of Unanet/Cosential database for lead tracking and communication.
- General administrative support to the Director of Marketing and department at large.
- Assist with special events and projects, as needed.

QUALIFICATIONS

- 3 years of progressive responsibility for proposal development.
- 3-5 years of experience in graphic design related to proposal/qualifications preparation.
- Excellent writing, editing and communication skills
- Advanced knowledge of Adobe Creative Suite, Word, PowerPoint, Excel and Unanet.
- Experience in the Architecture / Engineering / Construction industries preferred.
- Creative, collaborative, detailed and organized.
- Committed to ongoing learning and professional development.
- Associates or Bachelor's degree in marketing, communication, journalism, or similar.
- Ability to work in on-site in either our San Francisco or Los Angeles office.

At **BAR Architects & Interiors** our diverse practice has always had a singular focus — to create places that inspire and that stand the test of time while meeting each of our client's specific needs in unique ways. A 75+ person architecture, interiors, and planning firm with offices in San Francisco and Los Angeles, we work across California

and the world. Our studio environment combined with large firm resources fosters collaboration and encourages creative thinking while our size and diversity of practice offers broad opportunities for professional development.

We are committed to the well-being of our employees and observe a 9/80 schedule plus a hybrid of in-office and remote work. We value our time spent working together in person on Tuesdays, Wednesdays, and Thursdays. Mondays and Fridays can be worked remotely, though not all of us choose to do so. BAR's competitive benefits package includes medical, dental, vision and life insurance, commuter benefits, short- and long-term disability, long-term care, 401k & Profit Sharing, free financial advisory services, and numerous continuing education opportunities. Salary range for this position: \$80,000.00 - \$90,000.00 depending upon experience.

Interested applicants should send a letter of interest and resume to HR@bararch.com with subject line indicating: *Marketing Specialist - Proposals*. We look forward to hearing from you and exploring how your skills, experience and interests align with opportunities at BAR.

BAR is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

No recruiters and no telephone calls, please.