

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. The Marketing Specialist role requires in-person collaboration and is expected to be on-site in the office 3-days a week. A passion for design and the built environment is ideal.

PRIMARY ATTRIBUTES AND CONTRIBUTIONS

- Extraordinary at all aspects of proposals from start to finish including concepting, writing, editing, coordination, and production; great communicator and self-starter.
- 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.
- Aesthetic skills and a keen eye for visual details.
- Detail-oriented and possessing a high level of software skills.
- Flexible and responsive to the requests of many people.
- Non-reactive personality and able to take on myriad tasks in a timely manner and with a pleasant, can-do attitude and a consistent bias toward action.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor RFP and RFQ opportunities in core market sectors
- Research and strategy for existing/core and target market sectors
- Manage proposal process including statement of qualifications, resume review, coordination with subconsultants and project managers, writing, editing, and overall proposal development.
- Write and edit various materials with guidance from the Marketing Director and the Principal-in-Charge to ensure accuracy and a level of high quality.
- Deliver compliant, winning proposals and convincing qualifications.
- Track and report overall win/loss metrics
- Support for prospective client interview preparation.
- Proactively liaise between marketing and others to ensure deadlines are met.
- Maintain standard marketing support materials.
- 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.
- Assists with meeting coordination and special events, as needed, and with the potential for additional duties as assigned.

QUALIFICATIONS

- Associates or Bachelor's degree in marketing, communication, journalism, or similar.
- Ability to work in an on-site setting (San Francisco or Los Angeles)
- 3-5 years of experience in proposal development.
- 3-5 years of experience in graphic design related to proposal/qualifications preparation.
- At least 2+ years of experience in the A/E/C Industry.
- Advanced knowledge of Adobe InDesign, Photoshop, Illustrator, and Acrobat.
- Proficiency in Microsoft Office Suite.
- Deltek Vision knowledge is a plus.

- Ability to adapt to high-energy situations and maintain composure and diplomacy.
- Detailed and organized, yet creative.
- Ability to meet deadlines and collaborate with team members.

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.