



<u>Position</u>	Marketing Coordinator
<u>Type</u>	Full-time, Salary
<u>Reports to</u>	President and Director of Design, and Manager of Marketing Strategy
<u>Primary Location</u>	Cleveland, Ohio
<u>Department</u>	Marketing

General Description

Bostwick Design Partnership is a leading architectural firm with 55 employees and offices in Cleveland, OH; Erie, PA; Pittsburgh, PA; and Miami, FL. The firm is seeking a Marketing Coordinator to be an integral member of the office in support of the business development needs of the company. The Marketing Coordinator will work to support the marketing and business development needs of the company by having the ability to meet deadlines in a fast-paced, changing environment while managing multiple projects and completion dates. This position is based in the Cleveland office with occasional requirements to travel.

The mission of the Bostwick Design Partnership Administrative and Marketing Team is for each team member to advance the values and principles of the Firm by enabling the design staff to provide their best services for our current and future clients. The Administrative and Marketing Team does this through a collaborative, client-first approach. Each team member aims to be strategic, creative, accurate, and timely.

Primary Responsibilities

- Writing, producing, coordinating, and assembling project proposals; ensuring that proposals are accurate, visually engaging, and highly compelling.
- Supporting project interview and conference speaking/presentation creation.
- Participating in project pursuits and business development strategy meetings to inform proposal content.
- Managing the firm’s marketing assets by organizing, cataloging, and updating all marketing materials.
- Supporting marketing operations by writing, compiling, formatting, and reporting information and materials.
- Collaborating with In-House Visual Designer to create project graphics and produce materials to populate the graphics library.
- Contributing to the office’s public relations strategy through survey forms, press releases, and digital announcements. Also, managing social media posts and calendar of events.
- Collaborating on special projects and completing other responsibilities associated with marketing needs such as assisting with conference planning, recruiting coordination, photo shoots, special events, and brochure preparation.
- Developing and implementing assigned projects within given calendar and time frame; accountable to meet deadlines.

Secondary Responsibilities

- Researching, compiling, and analyzing relevant materials (market and subject research).



- Assisting with scheduling and general preparations for a variety of meeting types: marketing initiatives, proposal execution and strategy, interview preparations, business development, staff meetings, etc.
- Preparing materials for ongoing business development initiatives and other strategic initiatives.

Qualifications

- Bachelor's Degree in Marketing, Communications, Architecture or related field.
- Strong computer and internet skills.
- Excellent time management, writing, and editing skills.
- Proficient in desktop publishing software, specifically Microsoft Office.
- Proficient in Adobe InDesign and familiarity with other Adobe Creative Suite programs.
- A/E/C industry experience preferred, but not required.
- 3-5 years of experience in a similar position preferred, but not required.

Characteristics

- Strategic thinker who recognizes competitive advantages and translates them into effective marketing collateral.
- Can prioritize and meet deadlines in a fast-paced environment.
- Attention to detail and excellent knowledge of grammar, punctuation, and business writing style.
- Ability to maintain discretion and confidentiality at all times.
- Creative problem solving abilities.
- Excellent organization and time management skills.
- Ability to collaborate with all levels of internal management and staff, outside clients, and vendors.
- Can work with equal success independently, or as part of a team.
- Can work on multiple projects simultaneously.
- Strong interpersonal and written communication skills.
- Assertive, tactful, and enthusiastic.
- Takes initiative, but also takes direction from office leadership.

Benefits and Compensation

- Comprehensive Health Insurance
- Paid time off for holidays, personal time, and accrued vacation
- Competitive 401k Program
- Strong professional development and mentoring opportunities
- Compensation discussed on an individual basis

Interested candidates should submit resume and portfolio/writing example to:

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