



**Position** Marketing/Proposal Coordinator  
**Type** Full-time, Salary  
**Reports to** Director of Business Development  
**Primary Location** Cleveland, Ohio

### Summary

Bostwick Design Partnership is seeking a Marketing/Proposal Coordinator. The successful candidate will design graphic marketing proposals, coordinate subconsultants, and collaborate with internal teams to tell our story to clients. This position interacts with all aspects of the business development/marketing process in an environment where design excellence is achieved through team collaboration.

### Responsibilities

- Design graphic proposals that are visually engaging, tell a compelling story, and comply with requests.
  - Coordinate with subconsultants to incorporate their materials into the proposals.
  - Collaborate with internal team, including Partners, on content creation and on-time delivery of proposal.
  - Maintain scheduling and tracking systems for individual pursuit and proposal elements.
- Maintain systems and CRM to extract, categorize, and retrieve information related to clients, consultants, personnel, projects, prior proposals, boilerplate, visuals, and mailing lists.
- Participate in business development and marketing activities including client presentations and digital marketing.

### Qualifications

- Degree in communications, graphic design, marketing, business, architecture, or related field.
- 1-3 years of experience in a similar position preferred, but not required.
- A/E/C industry experience preferred, but not required.
- Working knowledge of business, CRM, digital, and graphic design software.

### Compensation and Benefits

This position offers a competitive salary and discretionary, performance-based bonuses. Benefits include, but are not limited to, flexible work schedule, health, dental, and vision insurance, 401K with employer matching, and paid time off.

### Company Overview

Bostwick Design Partnership is a full-service architectural and interior design firm with offices in Cleveland, OH; Erie, PA; Pittsburgh, PA and Miami, FL.

Staff are driven by the principles of Design, Experience and Partnership.

- We choose to make a meaningful and positive impact in our world through the act of design.
- We shape architecture for its power to form the human experience.
- We design for others and are fulfilled by creating partnerships with our teams and clients.

Learn more about us at [www.bostwickdesign.com](http://www.bostwickdesign.com).

Interested candidates should submit a resume and portfolio to Sara Craemer at [craemers@bostwickdesign.com](mailto:craemers@bostwickdesign.com).