



Marketing Manager

Desired Skills and Experience:

Dig Studio is an urban design, planning and landscape architecture practice with offices in Phoenix and Denver. Dig Studio seeks a marketing professional to join our team as a Graphics, Content and Proposal Manager. This position supports the firm's efforts to respond to proposals within the guidelines of firm strategy, business development, and client relationship goals. The successful candidate will report directly to the Director of Business Development, while working collaboratively with the Denver and Phoenix studio leaders. This position can be located in either our Phoenix or Denver studio, but will serve both offices.

The ideal candidate will demonstrate independent judgment, strong attention to detail, project management skills and ideally will possess a solid understanding of the proposal process within a design firm setting. This position requires excellent writing, editing and proofreading skills, an ability to conceptualize and deliver graphics to convey ideas and information, an ability to communicate effectively with a high level of professionalism, and exemplary teamwork skills.

Skills

- Ability to multi-task, prioritize, and work independently as well as in team environments, often under deadline situations.
- Highly skilled in persuasive writing and graphic presentation.
- Strong graphic layout capabilities, creativity, skills and graphic sense
- Strong copy proof reading capabilities

Responsibilities

- Preparation of proposal responses to support client sales and procurement process.
- Work with the business development and operations teams to prepare marketing collateral and client presentations to support the sales process.
- Lead tracking and utilizing and manage a Client Relationship Management (CRM) database
- Graphic Design to support marketing and procurement process.
- Marketing collateral development and management
- E-Blasts and Marketing Campaigns
- Coordination of project photography,
- Incorporate Dig Studio's companywide branding initiatives into all materials.
- Update content on internal websites, serve as resource for social media platforms.

Software Proficiency

- Intermediate proficiency Adobe Creative Suite and Microsoft Office Suite.
- Understanding of Social Media Applications

Qualifications

A bachelor's degree, preferably with course work in marketing, business, communications and/or writing with 2+ years' experience in a similar role in a professional services firm desired. Strong proficiency with the Adobe Creative Suite, Microsoft Office Suite and a basic understanding of database systems is required.

Please send resume, cover letter and salary requirements to design@digstudio.com.

Dig Studio is a Woman Owned Business and we value diversity in our practice.

Minorities/Women/Disabled/Protected Veterans are encouraged to apply.

About Dig Studio

Dig Studio was founded with a mission to provide beautiful yet pragmatic responses to current challenges in landscape architecture, planning, and urban design. Our design ethics place people and the environment first to craft communities that cultivate improved public health, appropriate land ethics and stewardship, build resilient futures, and create value for our clients. Dig's leaders have decades of experience guiding projects of all scales and complexities throughout the Colorado, Arizona and nationally.