

## **Marketing Coordinator**

### **Position Description:**

Dig Studio is an urban design, planning and landscape architecture practice with offices in Phoenix and Denver. Dig Studio seeks a dynamic and successful marketing professional to join our team as a Graphics, Content and Proposal Specialist. 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 job will be located in our Phoenix studio and candidates have the flexibility to apply for a 32 or 40 hour work week. Require ability to travel up to 10% of the time.

The ideal candidate will demonstrate independent judgment, strong attention to detail, project management skills and 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 during client sales and procurement process.
- Work with the business development and operations teams to organize and execute client presentations during the sales process.
- Lead tracking and utilizing and manage a Client Relationship Management (CRM) database
- Coordination and production of project specific marketing deliverables
- Graphic Design for project specific deliverables.
- Marketing collateral organization and management
- Brochure creation or amendment
- E-Blasts and marketing campaigns
- Coordination of project photography,
- Incorporate Dig Studio's companywide branding initiatives into all materials.
- Update content on external and internal websites, serve as resource for social media platforms.

### **Software Proficiency**

- Intermediate proficiency Adobe Creative Suite (InDesign, Photoshop, Illustrator) 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. Intermediate 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 [ladonna@digstudio.com](mailto:ladonna@digstudio.com). No agencies or calls please.

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.