



Marketing Manager

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 Marketing Manager. This position supports the firm's efforts to pursue new business on behalf of the firm within the guidelines of 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.

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
- Ability to create video using the Adobe Premier platform

Software Proficiency

- Intermediate proficiency Adobe Creative Suite (InDesign, Photoshop, Illustrator, Premier) 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.

Dig Studio Benefits



For full-time employees and part time employees over 24 hrs./week, we offer full coverage for health insurance premiums, dental and vision, professional trainings, professional organization membership, bicycle parking, Short and Long-term disability, 401K with annual profit-sharing contributions, and annual discretionary bonuses. We also offer case-by-case work from home flexibility up to 2 days per week.

How to Apply

Please send resume, cover letter and salary requirements to ladonna@digstudio.com. No agencies or calls please.