

Marketing Manager – Proposals

Mackey Mitchell Architects, P.C. | All Locations

Position Overview

We are seeking a dynamic Marketing Manager – Proposal lead. This position involves managing the proposal process, coordinating marketing materials, and executing strategic marketing efforts that are consistent with our brand. The ideal candidate will excel in cross-team collaboration, demonstrate exceptional attention to detail, be well organized, and maintain a proactive mindset to advance the firm's objectives. This position is open to any of our locations: St. Louis, MO, Dallas, TX, and Asheville, NC.

Key Responsibilities

- **Proposal and Presentation Development:** Manage the coordination of all proposal activities, from qualification to final submission, ensuring alignment with firm messaging and branding. Collaborate with project teams to collect, synthesize, and organize all proposal and presentation content that highlights client benefits and our unique differentiators.
- **Content Management:** Organize and update resumes, project data, and boilerplate materials utilizing database technology (Vantagepoint, Open Asset, etc). Assist in collateral material development to support public relations and market research.
- **Marketing Strategy:** Assist in establishing marketing plans and budgets that align with firm's strategic goals. Develop programs to accomplish marketing-related aspects of our corporate mission. Collaborate with market sectors to analyze and capture market data, create targeted materials, and develop winning strategies for outreach and development of markets.
- **Mentorship and Support:** Provide guidance, leadership, and support to the marketing team. Plan marketing activities, establish regular check-ins, and implement cross-functional training activities. Participate in local professional and community organizations, including SMPS.

Required Qualifications

- Bachelor's or Associate's degree in Marketing, Communications, Graphic Design, or a related field (or equivalent experience).
- A minimum of six years of experience in proposal content or management of marketing process work in architecture, engineering, or construction industry is required. Experience working in higher education sector is preferred.
- Proficiency in Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Microsoft Office.
- Strong organizational skills with the ability to manage multiple projects under tight deadlines with a proactive mindset.
- Adept at articulating ideas, both in writing and through conversation, with precision and creativity.
- US Work Authorization required.

Benefits

- Comprehensive insurance (health, dental, vision, life, disability)
- Paid parental leave and adoption assistance.
- Wellness programs and gym membership discounts
- Flexible PTO and hybrid work options
- Professional development and mentorship
- Paid volunteer time.
- And more...

Join a collaborative team that values curiosity, mutual trust, and lifelong learning!

Visit <https://www.mackeymitchell.com/connect/> to learn more and apply.

Mackey Mitchell Architects is an Equal Opportunity Employer. All qualified candidates will receive consideration regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, genetic information, or military service.