

MARKETING DIRECTOR



STUDIO MA

ARCHITECTURE & ENVIRONMENTAL DESIGN

4035 E INDIAN SCHOOL ROAD

PHOENIX, ARIZONA 85018

TELEPHONE 602 251 3800

FAX 602 251 3100

STUDIOMA.COM

STUDIO MA, an award-winning architecture and environmental design firm, seeks a proactive and detail-oriented marketing director for its Phoenix office. The marketing director plays a vital role in creating the means and materials to cultivate and frame our firm's value to prospective clients. The successful candidate will be the point of contact for new business and press inquiries, lead our bid and award submissions, oversee digital platforms and overall representation of the firm to the outside world.

We strive to design inspiring, equitable environments for all, and by building an inclusive team, we draw inspiration from differences in who we are, what we've experienced, and how we think. Our ability to understand, embrace, and operate in a multicultural world is critical to our long-term sustainability, both in our designs and our workforce.

Our ideal candidate is a self-starting professional who possesses a blend of confidence, patience and creative optimism to complement the fast pace and ambition within a small firm culture. Those interested in this role must have excellent written and communication skills and a natural ability to form strong working relationships, be that in person, on the phone or via electronic communication. Above all else, a love of architecture and design should drive one's daily work in this role.

EDUCATION + EXPERIENCE

- 8-10 years marketing-related experience, preferably with a minimum of 5 years gained within architecture and/or engineering and construction industry
- Degree in marketing, communications, or related field
- Proven experience developing, driving and implementing marketing strategies and campaigns

- Deep knowledge base and established relationships in Studio Ma's core markets

SKILLS + QUALIFICATIONS

- Possess creative vision, editorial and promotional idea-generating capacity
- Advanced verbal and written communication and editing skills, and strong management and supervisory skills
- Experienced and knowledgeable in marketing strategy and practice, and is at ease with all types of people both inside and outside of the firm
- Proficiency with Microsoft Office suite, Adobe Create Suite, Bluebeam, Mailchimp, Wordpress or similar
- Ability to work independently and navigate frequently changing priorities and deadlines
- Demonstrates professionalism, discretion, and confidentiality in dealing with a variety of clients, consultants and vendors
- Persistent, optimistic, service-oriented, can-do attitude, initiative, honest, and responsible
- Desire for longevity within the firm to further develop marketing/ business development team, as well as overall company growth

ESSENTIAL DUTIES + RESPONSIBILITIES

- Business Development: Lead efforts in managing and nurturing prospective and desirable client relationships, liaising regarding new business opportunities and RFQ/RFP discovery, actively reviewing submission strategies, managing post-proposal follow up, past client contact, etc
- RFQ / RFP's: Work with Principals and senior staff to lead, research, design, write, and coordinate proposals, RFP's and RFQ's. Help build / coordinate the consultant team
- Presentations: Coordinate project / firm presentations and submissions
- Manage firm portfolios, profiles, bios and staff resume
- Possess comprehensive knowledge of the firm's practice, clientele, goals, policies and procedures
- Oversee and update firm's website, web presence and social media
- Ensure all communication on behalf of each brand is clear, professional and consistent with the firm's standards and mission
- Establish marketing programs, oversee marketing budget and report to Leadership on marketing activities
- Manage the distribution or delivery of marketing materials
- Manage execution of trade shows and speaking engagements
- Maintain office and Leadership's registrations and licenses



- Travel: 10% domestic and international.

This is a fulltime position. Studio Ma offers a competitive compensation package, including paid time off, health, disability, and 401(K) plans.

Recognized as an AIA Firm of the Year, STUDIO MA (www.studioma.com) is an internationally recognized architecture firm that designs inspiring environments for all. Guided by holistic perspective, deep expertise, and shared passion, the studio creates the balance of joy within and function throughout. Our guiding principles include sustainability at any scale, true resiliency, and advocacy and value for all. We lead through partnerships, always seeking to create forward-looking environments that inspire culture, communities, and transformation at any scale.

Together with forward-thinking clients, we transform ideas into significant spaces that create lasting connections between people and places. Founded in Phoenix, Arizona in 2003, Studio Ma's three principals, Christiana Moss, Christopher Alt, and Tim Keil foster a creative and growing practice centered in the essence of the desert southwest.

We hold ourselves and each other to high professional standards while enjoying opportunities that life gives us. We are a growing practice, more laterally organized, where we encourage and foster ownership. Our clients include prominent colleges and universities, museums and cultural institutions, developers and innovative individuals. We are one of 16 national firms awarded international work with the US Department of State.

Studio Ma is a woman-owned business seeking more diversity as we grow. It is an integral part of who we are as a company, how we operate, and how we envision our future. As an equal opportunity employer, we celebrate the diverse community that different individuals cultivate, and we stay true to our mission by ensuring that the spaces we create can be anyone's space.

To Apply:

Please submit resume, portfolio and cover letter outlining your suitability for the role to jobs@studioma.com with 'Marketing Director' in the subject line. Please do not send attachments exceeding 4 MB. Responses without cover letter will be discarded without review. No phone calls or visits, please.

