



DAG Architects is a design-focused architecture firm serving the Southeast for forty years. We have offices in Atlanta, Destin, Panama City, Panama City Beach, Pensacola, and Tallahassee. Our workload includes projects like mixed-use developments, K-12 educational design, fire stations, multi-family developments, and so much more. We foster a dynamic and innovative environment of teamwork, collaboration, and dedication to great design. Our staff of 60 design professionals is diversely talented, fun, caring, and ready to invite you to the team!

DAG is currently seeking a marketing coordinator to work out of our Tallahassee office. The ideal candidate will have 2+ years of marketing experience (AEC industry a bonus), a solid writing portfolio, unbeatable attention to detail, and a great vibe. Below is a list that outlines our perfect fit.

- Candidates should be self-disciplined and confident with good interpersonal skills;
- Candidates should possess a willingness to collaborate with others;
- Excellent written, graphic, communication, and organizational skills;
- Candidates should be detail-oriented, accurate, and hands-on, a self-starter;
- Possess excellent proficiency in the Microsoft Office Suite, including PowerPoint, Publisher, and Excel;
- Possess excellent proficiency in the Adobe Creative Suite, including Adobe Pro, Photoshop, and InDesign;
- Have experience maintaining records and digital assets, including images and text content;
- Provide support for the marketing and business development efforts in the office;
- Analyze, interpret, and respond to RFPs and RFQs, often on tight deadlines;
- Bring experience in all aspects of qualifications-based pursuits, including reviewing RFP and RFQs, developing a strategy for a submission, coordinating with consulting teams, laying out materials graphically, and packaging responses for submission;
- Liaise with clients and technical staff to coordinate proposals;
- Review online public solicitation sources;
- Document and track contacts, opportunities, and leads (using Cosential CRM);
- Prepare industry award submissions;
- Assist in preparation of presentations;
- Update and maintain firm and project information to create marketing collateral, such as brochures, resumes, and project sheets;
- Be able to execute multiple concurrent high-quality deliverables within a rapid schedule and remain at ease in a tight deadline environment.

For more information or to submit your resume,
please email Marketing Director Ashleigh Voisin
avoisin@dagarchitects.com