

JOIN OUR TEAM!

Architects Lewis + Whitlock (ALW) is seeking a highly motivated and experienced **Director of Marketing & Business Development**. This candidate will work closely with the firm's Principals and Associates to showcase ALW's experience and expertise throughout the Southeast region. The ideal candidate will demonstrate a professional demeanor, strong supervisory and leadership skills, and proven marketing/business development success. See details below and visit think3d.net/studio/careers for more information.



DIRECTOR OF MARKETING & BUSINESS DEVELOPMENT

The ALW **Director of Marketing & Business Development** will play a vital role in the growth and success of the company by developing and maintaining relationships with clients, subconsultants, and the community. This individual will collaborate with our leadership team to develop and drive strategic initiatives while producing high-quality marketing materials that showcase ALW's expertise in the architecture and interior design industry. In addition to writing, graphic design, and strategy development, this individual will be involved in fun and engaging industry and community events. If you are a highly motivated, outgoing, and detail-oriented individual that is looking to further your career with a family-oriented company and bring the qualifications below, please send cover letter and resume to: info@think3d.net.

Qualifications:

- Completion of a four-year undergraduate degree
- Minimum 1 to 6 years of relevant experience in marketing, ideally within the A/E/C or professional services industry
- Strong editing and writing capabilities for technical and non-technical content
- Organization skills and the ability to juggle multiple deadlines
- Ability to work independently and collaborate with a team
- High proficiency in Adobe Creative Suite and Office 365
- Authorized to work in the United States and possess a valid driver's license

Responsibilities:

- Identify, research, and qualify target markets and clients for project opportunities
- Manage and prepare responses to formal RFPs and RFQs including writing, editing, develop shortlist interview presentations, and lead interview preparation process
- Support the firm's leadership in gathering information

- and developing strategies for new business pursuits
- Update and maintain the firm's business development efforts
- Track all key marketing milestones and deadlines
- Develop and update marketing resources including up-to-date project portfolios, staff resumes, event and job fair displays and other collateral material
- Interact with prospective and existing clients
- Identify and lead the preparation of award submittals for select projects
- Oversee the upkeep of the firm's website and maintain an active social media presence across various platforms (Instagram, Facebook, LinkedIn)
- Organize and participate in all aspects of professional photography shoots of recently completed projects
- Initiate and support community engagement activities, including sponsorships, advertising, community events and speaking opportunities
- Mentor staff to promote their growth and development