

MARKETING & BRAND LEADER POSITION AVAILABLE

POSITION	Marketing & Brand Leader
LOCATION	Charlotte, North Carolina
JOB TYPE	Full Time
YEARS OF EXPERIENCE	3+
CAREER LEVEL	Entry-Mid Level

SUMMARY

Honored with the 2020 AIA North Carolina Firm Award and the 2018 AIA Charlotte Firm of the Year Award, **C DESIGN** is a mid-sized architecture, interior design, and planning firm located in Charlotte, NC. Our team works together in a n award-winning, modern, industrial open office with welcoming employee amenities and hospitality areas. We have a close-knit, fun, supportive and collaborative culture.

We are seeking an experienced, ambitious **Marketing & Brand Leader** to join our community-focused mindset, vibrant team camaraderie and solid business management process. The ideal candidate will be an excellent visual and verbal communicator who is organized, efficient and thrives in a fast-paced workflow environment.

YOUR QUALIFICATIONS

- **Intermediate to advanced Adobe Indesign proficiency is required for this position.**
- Intermediate Microsoft Outlook, Word & Excel skills required
- Experience in a marketing role in the A/E/C industry preferred
- Bachelor's Degree in Graphic Design or Marketing preferred
- Ability to learn quickly and manage multiple deadlines

YOUR RESPONSIBILITIES

- Preparing comprehensive proposals/statement of qualifications packages for potential new projects using Adobe Indesign
- Coordinating with consultants to compile SOQ packages following detailed guidelines
- Developing, tracking and implementing firm marketing strategies
- Working closely with Market Leaders and Principals on teaming strategies and targeting new business
- Closely monitoring local and regional civic websites for procurement opportunities
- Developing and maintaining all promotional materials including project profiles, firm profiles, resumes, brochures, etc.
- Executing public relations and community engagement initiatives
- Updating and maintaining company website coordinating with outside consultant
- Creating social media content for LinkedIn, Facebook, Instagram on a routine basis
- Managing professional photography sessions for projects, events and employees

YOUR BENEFITS

Competitive benefits package available including medical | dental | vision | life | disability insurance, medical flexible spending account, paid time off, seven paid holidays plus one floating holiday, half-day Fridays, remote work, 401k plan, wellness stipend, employee recognition program, tuition reimbursement, testing & licensure reimbursement and discretionary performance bonuses.

Get a feel for **C DESIGN** culture on Instagram, Facebook, and cdesigninc.com. Our team is committed to providing equal opportunity to everyone regardless of gender, race or background, which allows for a diverse range of perspectives. Send your cover letter and resume to jobs@cdesigninc.com. We would love to hear from you!