



Senior Marketing Coordinator

EHDD is a national leader in design, architecture, and sustainability. We are seeking a Senior Marketing Coordinator to join our firm. The ideal candidate will be passionate about the design industry and possess a proven track record in exceptional creative branded communications.

While this role is in San Francisco, the ideal candidate will be committed to internal client services and have a consistent perspective for external client perception as it relates to the firm's deliverables.

This position requires someone with an understanding of concept development and production of qualifications as it relates to proposal responses in marketing collateral and material presentation. Working directly with the Vice President of Business Development & Marketing, this individual will provide leadership to the other Marketing Coordinators and interns, and manages staff teams on marketing pursuits and other initiatives.

Candidates must be experienced and engaged in the field of architecture and design with strong communication and graphic skills and thrive in a collaborative, deadline-driven environment.

Job responsibilities include but are not limited to the following:

- Collaborate with diverse teams and build relationships with senior management, marketing, staff, consultants, teaming partners, and industry associates.
- Provide leadership and direction as required to marketing coordinators, interns, temps, and administrative support for marketing efforts.
- Oversee day-to-day marketing activities; manage the master list of marketing tasks
- Engage in the A/E/C community, joining relevant professional organizations and representing the firm at meetings, events, and conferences
- Develop strategy and relationships with current and future collaborators
- Develop and direct strategies and implementation of improved work processes and efficiencies
- Manage social media platforms, edit content, create content with Marketing Coordinators' support



Qualities

- Bachelor's degree in Marketing, Communications, Journalism, Architecture, Interior Design or related field
- Proficiency with Adobe Creative Suite and Microsoft Office
- 7+ years of experience in a marketing role, preferably within the A/E/C or other relevant industry
- Experience managing projects and teams
- Portfolio of work that demonstrates exceptional visual and verbal communication skills
- Proven track record of meeting deadlines and managing multiple priorities simultaneously
- Self-motivator who likes to work collaboratively with colleagues across all levels
- Ability to think creatively and strategically with strong editing and creative writing skills
- Proficient in Social Media platforms (LinkedIn, Facebook, Twitter)

Please send your resume and letter of interest explaining why you want to work at EHDD and how you'd make a great fit for this position to HR@ehdd.com.

EHDD offers an outstanding benefits package including healthcare, 401K match, and vacation. EHDD is proud to be an equal opportunity employer.