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## Proposal/Business Development Specialist

**Firm:** FBT Architects

**Position:** Marketing/Proposal Coordinator, fulltime

**Locations:** Albuquerque, NM or Colorado Springs, CO preferred, but open to remote position from other U.S. locations

**Compensation:** Depending on experience

We are seeking a talented self-starter to join our Marketing and Business Development team as a Proposal/Business Development Specialist to lead proposal preparation and create compelling marketing materials. This person will work closely with firm leadership and contribute to all activities within the department including creating proposals, brochures and presentations; systems and data maintenance, and implementing marketing initiatives. The Proposal/Business Development Specialist will collaborate with associates in all areas of the firm and support all FBT Markets including our offices in Dallas, TX and Colorado Springs, CO.

### Your Responsibilities/Expectations

- ✓ Producing, scheduling and managing strategic, graphically compelling, clearly written proposals, qualifications packages and presentations
- ✓ Proofing and overall quality control
- ✓ Post-proposal debriefs (internal and external)
- ✓ Help maintain our marketing infrastructure including brand standards, project portfolio and resumes
- ✓ Write and edit content for website and social media
- ✓ Assist with planning and coordinating special events
- ✓ Collaborate with Marketing Department to brainstorm and execute various marketing campaigns
- ✓ CRM data management (Cosential/Unanet)
- ✓ BD and Market Research

### Your Skills

- ✓ **On Board:** We're looking for a team member who shares our passion for architecture and working in a collaborative environment.
- ✓ **Design-minded:** Proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator), with a strong sense of information design. Must be familiar with InDesign templates including paragraph and character styles, grides and guides, etc.
- ✓ **Word-smith:** Has a way with words and an eye for the details. Writing, editing and proofreading proposals and marketing collateral is an important skill.
- ✓ **Collaborative:** In addition to working together as a team, we collaborate daily with a wide variety of staff across the office. Must be comfortable working closely with Principals at the firm and leading marketing meetings with staff.
- ✓ **Innovative:** We strike a balance between working efficiently and effectively, while always looking for ways to improve and rethink our processes and end products.
- ✓ **Enthusiastic:** Ability to take a project and run with it.
- ✓ **Agile:** Ours is a fast-paced and energizing environment. The ability to focus on multiple deadlines is an indispensable skill.
- ✓ **Experienced:** 2-5 years professional experience, with preferably 1-2 years in A/E marketing. Bachelor's degree in Marketing, Communications, journalism or a related field is required. Previous knowledge and experience with RFP/proposal responses and A/E/C industry preferred.

### About FBT

FBT Architects, now in its 50<sup>th</sup> year, is a multi-disciplinary architectural firm headquartered in Albuquerque with offices in Colorado Springs, CO and Dallas, TX. We have a dynamic, talented core staff of architects, planners and designers. We seek to provide a challenging and rewarding work environment for all employees and encourage everyone to achieve their maximum potential. If you take pride in what you do and want to have fun in your professional life, contact us. We'd like to hear from you!

Please send cover letter, resume and work samples to Michele Carter @ [mc@fbtarch.com](mailto:mc@fbtarch.com)