



**Duvall Decker** is a recognized design and planning leader, dedicated to advancing, design quality, social and environmental health. The firm's work includes community planning, k-12 schools, state and federal institutions, university facilities, custom homes, residential and affordable multi-family housing.

Duvall Decker is an expanded, nationally recognized design practice located in Jackson, Mississippi. The firm's work includes architectural design, community planning, real estate development, and facility management. We see this group of endeavors as an integration of the creative work required to make and maintain meaningful public environments. We design, plan, develop, and care for built environments to leverage the best of human endeavors and foster education and cultural growth.

Duvall Decker is a collaborative studio. All planning and architectural team members contribute to every project in the studio whether led by themselves or others. Every project is a collaborative effort and a learning experience. All of us are teachers and students together.

[www.duvalldecker.com](http://www.duvalldecker.com)

[www.duvalldecker.com/foundations/](http://www.duvalldecker.com/foundations/)

[www.jacksonms.gov](http://www.jacksonms.gov)

[www.jacksonfreepress.com](http://www.jacksonfreepress.com)

[www.finditinfondren.com](http://www.finditinfondren.com)

[www.aia.org/videos/86831-midtown-a-blueprint-for-better](http://www.aia.org/videos/86831-midtown-a-blueprint-for-better)

[www.nytimes.com/2017/02/20/arts/design/jackson-mississippi-architects-duvall-decker.html](http://www.nytimes.com/2017/02/20/arts/design/jackson-mississippi-architects-duvall-decker.html)

## **Job Description**

### **MARKETING COORDINATOR**

**Duvall Decker** is seeking a highly organized Marketing Coordinator to join our team of professionals.

#### **SUMMARY OF POSITION: MARKETING COORDINATOR**

Every team member contributes to the quality of the studio work by applying his or her unique experience, initiative, individual perspective, discipline, and design sensibility.

The Marketing Coordinator supports the firm's communications and business development efforts. The professional will join the firm's team and develop a deep understanding of the firm's history and values, its existing body of work, and general design philosophy. The Marketing Coordinator shall assist the Operations Manager and firm Principals in promoting the firm, tracking and maintaining of contacts, creating RFQ/RFP response documents, preparing award submissions, generating general marketing press, updating website and social media, and coordinating project photography.

The Marketing Coordinator will also support the Operations Manager with firm administrative work and event and meeting arrangements.

#### **MINIMUM QUALIFICATIONS-EDUCATION:**

- College Degree in Communications, Journalism, Marketing, or related fields.
- Graphic Design Proficiency

#### **RESPONSIBILITIES – MARKETING COORDINATOR:**

- Support business development and marketing in all the practice areas of Duvall Decker.
- Develop, implement, and maintain effective marketing assets and templates including all photographic and graphic archives, master documents, project descriptions, lists, resumes, project data, etc.
- Document, develop, maintain, and implement company branding standards.
- Manage and prepare statements of qualification, proposals, and awards submissions.
- Coordinate project and promotional photography.
- Work collaboratively with business development consultant(s).
- Support firm communications with clients, partners, colleagues, press, etc.
- Manage social media accounts and company website to appropriately promote the firm.
- Complete ongoing research and weekly reporting for project prospects, requests for proposals, and requests for qualifications in each of the practice areas of Duvall Decker.
- Manage the development and implementation of annual strategic marketing plan including establishing and maintaining marketing budget.
- Provide support for speaking engagements, industry events, and presentations.
- Provide graphic design support for projects, preparation for interviews, and all firm marketing communication needs.
- Take notes, file, support, and follow digital organizational systems.
- Develop and improve templates and checklists to improve efficiency and quality in marketing activities.

#### **RESPONSIBILITIES – ADMINISTRATIVE SUPPORT:**

- Appropriately represent and introduce the firm with courteous and professional manner.
- Assist with greeting all visitors and answering all telephone calls.
- Assist with managing incoming and outgoing mail and parcels.
- Assist with managing files neatly and accurately.
- Assist with cleanliness and organization of the office, including daily dishwashing, conference room clean up, trash removal, etc.
- Assist with errands, make deliveries as needed.

#### **QUALITY CONTROL:**

A repetitive process is required for quality control and excellence. Each submission whether of the complete project or of an interim step shall be a comprehensive proposal; an assumption, an analysis and a conclusion, completely described. Open discussion, review and criticism will follow to establish clear goals to develop the effort. A repetitive process fosters excellence by forcing all of the variables to be at play early in the process. Comprehensive proposals are designed, criticized, refined, and repeated to promote quality and innovation.

#### **REQUIRED SKILLS:**

- A good listener with excellent design and critical thinking skills.
- Excellent verbal, writing, editing and graphic communication skills.
- Demonstrated graphic design excellence.
- Ability to capitalize on constructive criticism and feedback to advance project and design goals.
- Able to develop and create a visual project story.
- Able to promote the firm appropriately in all of its marketing and public relations activities.
- Strong organizational skills.
- Strong interpersonal skills and ability to participate in and lead group discussions.
- Excitement to learn and interpret firm's history, values, and goals.
- Ability to understand priorities and manage time, multiple tasks, and schedules.
- Exemplary work ethic; ability to work both collaboratively and independently.

#### **REQUIRED SOFTWARE PROFICIENCIES**

- Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
- Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Acrobat)

#### **COVID-19 Precautions**

All team members must be vaccinated. All team members and guests must wear masks while indoors and around others. Team members are spaced apart, and enhanced circulation is in place. Working from Home is allowed in cases of exposure or illness.

#### **SALARY & BENEFITS**

Competitive salary based on experience. Benefits include a matching 401(k) plan, health care and dental plan, and vacation time.

#### **How to Apply**

1. Provide a cover letter presenting your background (educational and professional) and a proposal describing why you would be a successful team member in the Duvall Decker office.
2. Provide a resume with two recommendation contacts (at least one from a former employer or supervisor).
3. Provide a portfolio containing at least three examples of work completed by the candidate.

**Send single PDF file with all items above, not exceeding 10MB to [Jobs@duvalldecker.com](mailto:Jobs@duvalldecker.com). Please put "MARKETING COORDINATOR" in the subject line. (Please no phone calls.)**

#### **Deadline**

Open until filled

#### **Equal Opportunity**

Duvall Decker is a woman-owned business that values the voices of diversity in the work. Duvall Decker and its companies provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, veteran status, sex, national origin, ancestry, pregnancy status, age, marital status, mental or physical disability, genetics, sexual orientation or any other characteristics protected by the law.