

BORA



Marketing Proposal Coordinator

Bora Architecture & Interiors is seeking a committed, self-structured individual who thinks proactively and thrives on independent problem solving to join our growing practice in Portland.

This position will be responsible for the writing and production of proposals and other marketing materials, and the collection and organization of related project information. The ideal candidate will coordinate strategy sessions with principals and project teams to develop themes, value statements, and production logistics for proposals. Other responsibilities include assisting in the tracking and analytics of pursuit information, organizing written content and collateral, coordinating information needs with consultants, and assisting with interview preparation.

Qualifications

- Bachelor's degree or equivalent experience in journalism, English, communications, or liberal arts
- 1-3 years of AEC industry-related experience, ideally with a focus on pursuits and proposals
- Creative and efficient graphic design skills. Your InDesign skills should be confident, creative, and quick; adeptness in Photoshop and Illustrator preferred.
- Strong technical writing and editing skills, with the ability to generate compelling prose
- An eye for editorial detail and graphic consistency across materials
- Strong, systematic thinking and data organizing skills
- Ability to manage multiple deadlines, prioritize tasks, and work with architectural staff to collect essential project details and stories

- Experience creating successful content to support current and emerging social media platforms
- "Can-do" work ethic and ability to collaborate with a wide range of talented individuals
- Self-starter with ability to work in a deadline-driven environment
- An interest in design and design issues—including equity, diversity and inclusivity within design
- Confident and respectful communication skills, grace under pressure, ability to work with a variety of people and personalities
- Possesses a friendly, collaborative demeanor and enjoys working with others in a creative environment toward shared goals

Responsibilities

- Lead the design and compilation of marketing collateral, including:
 - Request for proposals/qualifications
 - Interview material for conference presentations/lectures
- Support the development of:
 - Brochure materials exhibiting firm expertise/thought leadership
 - Graphic materials for conference presentations/lectures
 - Award submissions
- Assist with Open Asset image database organization
- Assist Marketing Team with content for website and social media platforms
- Report to the Marketing Manager and BD Director, working closely with them to implement yearly marketing initiatives

BORA



Marketing Proposal Coordinator (cont.)

Compensation and Benefits

We care about the wellness of your whole person. As such, Bora is proud to support its employees with a robust benefits package which includes:

- Comprehensive pay commensurate with experience
- Comprehensive medical, dental and vision insurance
- Oregon Paid Family and Medical Leave
- Traditional and Roth 401(k)
- In-office bike storage
- Continuing education access
- Mentorship opportunities
- Use of the [Bora Beach House](#)

To Apply

Please send a cover letter, resume and writing or graphic layout samples to the attention of Robert Hoang at hoang@bora.co.