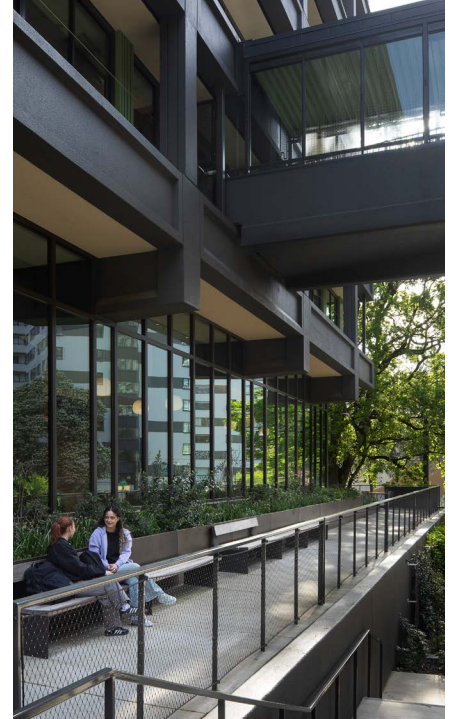


BORA



Marketing Manager

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.

Under the direction of the Business Development (BD) Director, this role will oversee and implement the firm's multifaceted marketing initiatives, including project pursuits, communications support, and the management of marketing resources and assignments. This position works closely with firm leadership and requires strategic thinking, professionalism, and graphic/written work that is clear, accurate, and aesthetically compelling.

The ideal candidate will facilitate and execute marketing department tasks and assignments, coordinate monthly market-sector meetings with principals and project teams, and work with the BD Director to ensure BD action items are completed on time. Other responsibilities include helping with photography, conferences, and award scheduling; facilitating custom content creation for Bora's website, marketing collateral, awards, and proposals; and supporting BD research for our various market sectors.

Management responsibilities include overseeing communications and proposal efforts and collaborating closely with principals, staff and architecture partners to produce compelling, compliant, and visually engaging submissions for both public and private pursuits.

The ideal candidate has 8-10 years of experience in the AEC industry and excels at managing multiple deadlines, coordinating marketing team members' work, and supporting the department's overall efforts.

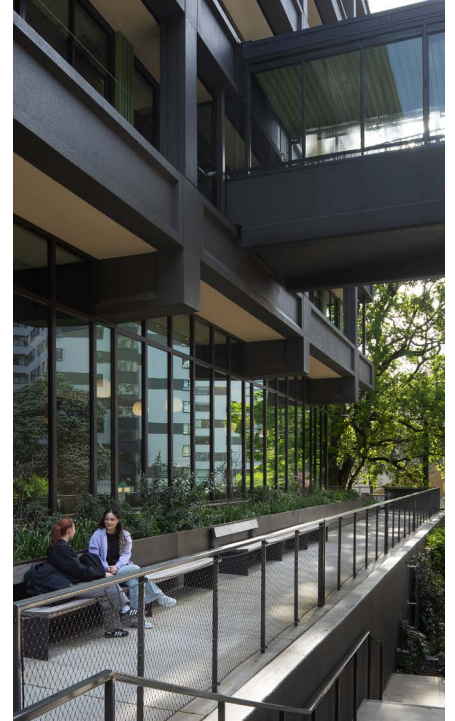
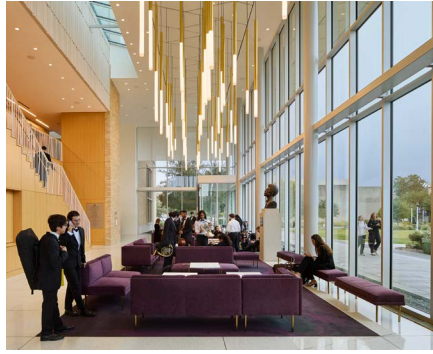
Qualifications

- Advanced proficiency in Adobe InDesign. Working knowledge of Adobe Creative Cloud and MS Office Suite required.
- 8+ years of AEC industry-related experience, with 2+ years in a management role
- Bachelor's degree or equivalent experience
- Strong technical writing and superior editorial skills, with the ability generate compelling prose
- Exceptional project management and organizational skills; acute attention to detail
- Ability to manage multiple deadlines, prioritize tasks, and support the work of a diverse team

Responsibilities

- Management: Support an established marketing team by managing processes and high-level tasks and assignments
- Knowledge Management: Curate and help maintain project and technical information via our intranet, Open Asset, and Vantagepoint database
- Photography Tracking: Work closely with Communications Manager to maintain yearly photography schedule and coordination
- Pursuits: Strong systematic thinking and data organizing skills to support the writing, design, and production of RFQ/RFP and interview materials. Ability to manage the assembly of content from initial solicitation to final submission.

BORA



Marketing Manager (cont'd)

Responsibilities (cont'd)

- Quality Control: Execute technical review of marketing materials for public issue
- Collateral: Collaborate with marketing team, graphic designer, and technical staff on the creation of collateral including brochures, design award submissions, and conference materials
- Represent Bora at relevant networking events, pre-proposal meetings, and public-facing activities

Compensation and Benefits

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

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

To Apply

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

About Bora

Bora Architecture & Interiors is a national design practice based in Portland, Oregon. Climate, health, and equity are essential to our pursuit of inspiring architecture, guiding our commitment to creating transformative environments that shape communities and elevate the human experience.