

Marketing Manager

O'Brien & Company and 360 Analytics have merged to expand our services and capacity across the whole project arc. As O'Brien360, we can now offer the technical expertise and sustainability experience that add value from building inception to operation – all within one firm. Now we are looking for a savvy Marketing Manager to help us launch our new brand and website, as well as managing ongoing proposal and lead development.

This is an exciting opportunity to help create a new brand and launch the next generation of our two firm's work creating a sustainable built environment. You will be a critical component of the success of this new venture, telling our story and reaching out to new audiences. This position suits a self-starter who is inspired by our mission and is creative, personable, organized, detail-oriented, and a team player.

Upcoming special projects:

- Work with website designer for launch of new website
- Update all company collateral and templates with new logo and styles
- Assist in implementing company-wide project software by setting up proposal and client information

Ongoing responsibilities include:

- Keeping proposal and qualification materials up to date, including proposal templates; project examples and photos; and staff resumes
- Maintaining and updating website
- Creating responses to RFPs and RFQs
- Tracking and reporting to Principals on proposal status and results
- Transitioning "wins" into active projects with initial set-up and a hand-off
- Creating new marketing materials as needed
- Designing and reviewing client deliverables
- Publishing articles, white papers and summaries of work
- Planning for company attendance and presentations at conferences and events
- Mentoring staff on promoting our work
- Identifying and outreach to new clients and markets

The successful candidate will possess the following:

- Bachelors' degree in Marketing, Public Relations, or A/E/C with direct marketing experience
- 3-4 years of marketing experience related to A/E/C industry
- Strong communication, writing, graphics and organizational skills
- Proficiency in Adobe Creative Suite, Microsoft Office Suite and Squarespace
- Experience and success multi-tasking, prioritizing and managing multiple deadlines
- Attention to detail and highly organized
- Ability to work both independently and part of a collaborative team

Benefits and Job Details

- Salary range \$30 – \$35/hour
- Three-quarters to full time, starting immediately



- Work schedule is flexible but requires regular days in the office
- Flexible, supportive work environment in a LEED Gold historic building
- Health insurance
- Paid time off starting at 3 weeks/year
- Company paid bus pass
- Generous company contributions to 401K after 1 year
- Employee paid dental and Aflac insurance

Application Instructions

To apply, please send a single file, in PDF or Microsoft Word format to info@obrienandco.com. Please use your full name (last name first) as the file name and use "Marketing Manager Job Application" as your email subject.

This file should be no more than 3 pages and include:

- a cover letter that describes how you heard about the job, why you are interested in it, and why you are strong candidate.
- a one-page resume that highlights your relevant experience
- three references (email address and telephone number)

The position will be open until filled.

We look forward to hearing from you!

Equal Opportunity Statement:

O'Brien360 strives to create an inclusive, co-operative workplace. No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, gender, national origin, ancestry, age, sexual preference, veteran status or any physical or mental handicap. This policy applies to all employment practices and personnel actions.