



## Proposals & Marketing Specialist

Cumulus Architects is seeking a creative, motivated, and detail-oriented individual to join our growing marketing team. As we expand our media presence, refine project collateral, and explore new markets over the coming year, this role will be key to shaping and strengthening our brand. The ideal candidate brings strong organizational, written, and visual communication skills, and is eager to contribute to a collaborative and fast-paced environment.

This role reports to the Marketing Director and is supported by our Marketing Coordinator.

### In this role you will be involved in:

- **Proposal Development:** Collaborate with senior leadership to create high-quality, competitive proposals for both public and private sector projects—ranging from simple fee letters to complex, multi-partner submissions.
- **Promotional Materials:** Create brochures, award submissions, and presentations to showcase our work and support client-facing efforts as well as internal communications.
- **Digital Presence:** Manage website and social media updates, develop a content calendar, and track analytics to grow our online presence.
- **Opportunity Tracking:** Support ongoing project opportunity searches, monitor awards, media, and conference opportunities.
- **Marketing Collateral:** Support efforts to update marketing assets.
- **Strategy:** Contribute to long-term marketing and business development initiatives, including market research and pipeline tracking in coordination with leadership initiatives.

### What we are looking for in a candidate:

- Highly organized with a sharp attention to detail.
- Proven ability to produce high-quality work under tight deadlines.
- Collaborative team player with a proactive mindset.
- Strong writing skills, ability to adapt content for different audiences.
- Advanced skills in Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong sense of design, layout, and visual storytelling.
- Interested in the built environment.
- Preference for education and/or work experience in communications, journalism, technical/grant writing or marketing.

- Minimum 5 years work experience.

**Value Add:**

- Experience in the A/E/C industry a plus!
- Familiarity with public sector procurement and proposal processes
- Aptitude for video content creation or photography

**Salary Range**

\$60,000 - \$90,000. Final compensation is determined based on experience, skills, and internal equity. This role reflects an existing vacancy.

**Interested?**

We'd love to hear from you. Please send your cover letter and resume to [info@cumulusarch.com](mailto:info@cumulusarch.com) We thank all applicants for their interest, however only those selected for an interview will be contacted.

Cumulus welcome and encourage applications from people with disabilities. Should you require accommodation during the recruitment process, please make them known when contacted and we will work with you to meet your needs.