



MARKETING MANAGER JOB ANNOUNCEMENT

ABOUT YOU

Are you a friendly and determined professional interested in putting your marketing skills to work creating vibrant, environmentally-sustainable downtowns and landscapes?

If this sounds appealing, you may be a great fit for High Plains Architects! We are seeking a qualified, motivated Marketing Manager with the following qualifications:

- **Education:** bachelor's degree in marketing, communications, or a liberal arts degree with extensive writing experience.
- **Strong writing skills.** High Plains Architects (HPA) needs to effectively communicate our value proposition so we can secure projects that make a difference in our community and region and further our mission.
- **Proficient technical skills** in Adobe InDesign and Photoshop are necessary; other graphic design skills are a bonus.
- **Independent Initiative.** HPA is seeking a go-getter who uses discretion to most effectively complete the job and further our mission.
- **Strategic mind.** HPA values continuous improvement; we evaluate our past performance to identify areas for improvement, develop various options, and use analysis to find the best solution. We need strategies that improve our success rate with proposals.
- **Eagerness to learn.** HPA does not assume experience in the architecture industry, but we require a deep interest in learning its terminology and processes.
- **Team player.** The HPA staff works as an integrated team, using collaborative processes to solicit input from everyone and develop the best possible solutions.
- **Mission-oriented.** Through our leadership, we can bring about sustainability and high quality spaces and places in Montana.
- **Marketing experience.** It is helpful to have previous marketing experience to demonstrate past work and to discuss lessons learned.

ABOUT US

High Plains Architects is an award-winning architectural firm focused primarily on downtown redevelopment, historic renovation (adaptive reuse), and the highest levels of sustainability. Our mission is to serve and inspire our clients, community, heritage, and environment through the design of innovative, cost-effective high-performance buildings that people love. High Plains Architects is the Northern Rockies' most accomplished sustainable design firm and a leader in historic preservation. We have completed:

- 10 historic projects meeting the rigorous Secretary of the Interior's Standards for Rehabilitation
- 13 LEED Platinum-certified green building projects, with 2 more in process
- One Certified Living Building, the third residence in the world, now also pursuing Passive House Certification



WHEN WE BUILD LET US THINK THAT WE BUILD FOREVER.
LET IT NOT BE FOR PRESENT DELIGHT, NOR FOR PRESENT
USE ALONE, LET IT BE SUCH WORK AS OUR DESCENDANTS
WILL THANK US FOR.

- JOHN RUSKIN

Through our real estate development affiliate, Urban Frontier Development Services, LLC, we have completed:

- 10 downtown projects in Billings and Great Falls, two of which are LEED Platinum-certified
- 4 more projects are currently in the development process, and there are many more in the pipeline

See our past architectural and development work at www.highplainsarchitects.com.

ABOUT THE OPPORTUNITY

The position would start with an average of 20 hours per week as either a contract worker or part-time employee. The position may potentially grow into a full-time job either through firm growth and/or by taking on some of the duties of the Office Manager.

SPECIFIC RESPONSIBILITIES AND DUTIES

- Assemble proposals and statements of qualification in conjunction with the HPA Business Development Team
- Develop and implement the HPA Marketing Strategy
- Build the HPA brand and ensure the team employs it
- Coordinate photographers to document our past and emerging work
- Create content for website, social media, and other promotional materials
- Assemble award submissions
- Manage the customer relationship management (CRM) process with the HPA Business Development Team
- Organize creative promotional events

Contact Ed Gulick, Vice President, at egulick@highplainsarchitects.com, with cover letter, resume, portfolio (as applicable), and references.

Our office is located at 2720 Minnesota Ave. in Billings, Montana. Frequent remote work possible, however full days in our office over the first several months will be required to get to know our team and process.



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