

Business Development and Marketing Manager

SO – IL

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We are seeking experienced applicants with a strong interest in our mission. Working with the partners, the manager will be responsible for actively assessing and pursuing potential projects, conducting market research on opportunities worldwide. The role will also oversee the marketing and communications platforms of the studio. The candidate will report to the Partners.

The title, salary, and responsibilities for the position will be based on years of experience and the candidate's expertise. We are open and interested in considering a range of backgrounds, and we encourage professionals interested in our practice to apply.

Responsibilities include

- **Strategy & Roadmap:** Work closely with the partners on goals and strategy for Business Development. **Marketing and Communications:** Manage marketing budgets and forecasting process with the support of the Studio Manager.
- **Relationship Management:** Support the partners in generating new business and developing the studio's network – with a focus on cultural and institutional work. Manage the CRM for potential and existing clients relationships. Ensure appropriate follow up for the Partners' meetings. Act as the initial point of contact for new business inquiries. Participate in Business Meetings with prospective clients and collaborators as needed. Attend Conferences and networking opportunities as a representative of SO – IL.
- **Managing RFP/Qs and the pursuit of New Business:** Focus your efforts on new business development opportunities for SO – IL. Manage the New Business Pipeline. Present new opportunities to Partners at Weekly Business Development and Marketing Meeting. This includes managing the go-no-go process. Act as lead point-person internally to develop and submit RFPS/RFQs. Manage and write proposals, presentations and strategy for new opportunities to further SO – IL's success.
- **Marketing and Communications:** Analyze markets and sectors to develop a clear SO – IL brand identity. **Content Development:** Identify and develop SO – IL brand assets, content, social media, etc. This includes coordinating with designers, writers, etc for content production. Manage media requests, lectures inquiries, and networking events. Manage and update SO – IL's website and social media platforms. **Publishing:** Develop and implement campaigns and press outreach to communicate SO – IL's brand.

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- Internal Communications: Designing and implementing office programs to promote a culture that reflects the organization's values.
- Reporting: Provide bi-annual reporting to the Partners on Business Development, Marketing and Communications.
- Ensure the office is maintained in a clean and orderly fashion in anticipation of any client or media tours.

Prerequisites

- Degree in Architecture, Architectural History, Art History, Real estate, Urban Planning, Urban Planning, Landscape Architecture or a related field. Candidates with a legal or business background with an affinity for Architecture will also be considered
- Fluency in English; bilingual proficiency in another language is preferred.
- Minimum of 3 year professional experience in business development or marketing required, preferably in the architecture, real estate, the cultural sector or development field
- Experience in responding to RFI, RFP, PQQ and direct assignment proposals
- Experience/capability with the management of multiple assignments/deadlines
- Interest in and affinity with market research
- Self-discipline, pro-active and confident in a complex environment
- Excellent communication, organizational, negotiation and pitching skills
- Skilled in MS Office and Adobe InDesign
- Familiarity with basic graphic design and web design
- Demonstrated knowledge of social media management
- Experience Managing CRMs

Ideal qualities

- Ability to develop unconventional commercial solutions for unique creative opportunities
- Action-oriented and always adapt a positive 'can-do approach' in the work you do. You must be a motivated self-starter and have confidence in taking ownership of a number of projects
- Maintain the ability to work flexibly in a demanding environment
- Strong interest and/or background in architectural history
- Collaborative and comfortable working with a wide range of project partners, stakeholders, and audiences
- Flexible, organized, keen eye for detail, and able to multitask

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What we offer

- An exciting international working environment
- Salary to be determined based on experience. Within our current salary structure, a candidate at the manager level with 3-8 years of experience qualifies for a salary in the range of \$80,000-\$100,000 annually; and a candidate with 8+ years of experience at the director level qualifies for a salary in range of \$100,000-\$150,000 annually
- Training and development opportunities
- Regular excursions and parties
- Partial Health Insurance
- 15 paid holiday days and 7 sick days for a 40-hour working week in addition to 8 federal holidays.

To apply

To be considered for the position please email work@so-il.org with the subject of the email as "YOUR NAME/BIZDEV". Attach your CV/resume, Cover Letter, and Writing Sample in PDF format under 5MB. Please note that no links or compressed files will be opened.

Unfortunately, due to the volume of applications we are not able to reach out to every inquiry. We will follow-up with qualified candidates via email to schedule interviews. Please no phone calls or unscheduled office visits.