



MARKETING & COMMUNICATIONS MANAGER | DENVER

4 – 10 years of experience

We are searching for a Marketing & Communications Manager to join us in our Denver office. Norris Design is a worldwide strategic partner in planning, landscape architecture and branding. We create value for our clients by combining excellent service with innovative solutions that can be implemented (in other words, our designs get built!). See what we mean at www.norris-design.com.

What do we have to offer?

You'll be surrounded by creative people who love what they do while forging their own career paths. You'll work with Norris Design staff members in all nine of our offices who are pursuing a broad variety of work in diverse sectors and interact with our consultant teams on pursuits of every size and type. You'll have access to great technology, skill sets and creativity that knows no boundaries. You'll be mentored, no matter how much experience you have — our mentoring culture is an important ingredient that contributes to our success as a company and to the success of our people.

Our Baseline

- 4 – 10 years of experience in a professional organization
- You'll prepare and review proposals, qualifications and presentations, managing the process to meet deadlines
- You'll support pursuit strategies and strategic thinking to push the firm forward
- You'll administer the maintenance of firm graphics, collateral and a variety of marketing information
- You'll support public relations efforts with local media outlets and on owned Norris Design digital channels
- You'll provide event support, assist with social media participation and seek opportunities to expand our brand
- Advanced proficiency with Adobe Creative Suite including InDesign, Illustrator, Photoshop and Acrobat
- Advanced proficiency with Microsoft Office Suite including Excel, Word, Outlook and PowerPoint
- You'll be organized, accurate and detail-oriented with solid verbal and written communication skills
- You'll be enthusiastic, creative and have the ability to think proactively and independently
- Experience managing/mentoring preferred
- Bachelor's Degree or Associate's Degree from an accredited university required
- Salary and benefits are commensurate with position and qualifications

Full time employees are eligible for Medical, Dental, Vision, Supplementary Insurance and Dependent Care FSA and Healthcare FSA. A portion of the premiums are paid for by Norris Design. Norris Design also pays for Basic Life Insurance and Long-Term Disability as well as a 4% company match to our employer 401k plan. Staff receives 8 paid company holidays per year and an accrual



based PTO program starting at 15 days per calendar year. Plus year-round half day Fridays! The salary range for this position is \$60,000 to \$90,000.

Sound Interesting?

If you're intrigued, send us a cover letter, resume, three (3) professional references, (3) examples of InDesign creative samples you created independently, and (3) professional writing samples to jobinfo@norris-design.com. Please include your name, years of experience and the position you are applying for in the subject line of the email.

No phone calls please.