

New Business and Communications Manager

Role

Haworth Tompkins are an award winning, design led architectural practice of 65 architects who work across a variety of sectors and are looking for an experienced New Business and Communications Manager to lead the Business Development and External Communications functions of the studio. Reporting to the Practice Manager and working closely with the directors and the associates, the New Business and Communications Manager will be responsible for:

Business Development

- Acting as first point of contact for new business enquiries
- Identifying business development strategies with the directors and leading implementation
- Monitoring, reviewing and circulating OJEU notices
- Monitoring, reviewing and circulating potential Design Competitions
- Monitoring, reviewing and circulating other new business opportunities
- Maintaining the new business schedule and reviewing with directors at weekly meetings
- Managing the bidding process - coordinating all activities, monitoring progress and making sure deadlines are met
- Monitoring and managing Intend and other tendering portals
- Liaising with internal and external contributors to bid documents
- Generating Expressions of Interest, Pre-Qualification Questionnaires, ITTs and other bid documents including writing, editing proof reading and graphic design
- Generating other material to support new business including reports and presentations
- Monitoring bids once submitted and ensuring feedback is gained and recorded
- Maintaining bid documentation template information including technical response library, project sheets and CVs
- Managing databases for existing and new client relationships

Communications

- Prepare information to send to press or other external bodies
- Prepare project award submissions and competition submissions
- Maintain and update awards calendar
- Maintaining database of publications and articles on the practice
- Maintain website including updating news items and project pages
- Maintain twitter account, etc
- Liaise with photographers to shoot completed projects
- Maintain and update marketing files, photography library and image database
- Assist with marketing events; tours, mailouts and presentations

Attributes

- Have fulfilled New Business and Communications role within an architecture/design environment
- Enthusiastic and well organised
- Good time management and ability to work under pressure to meet deadlines
- The ability to manage and coordinate multiple bids at any one time
- Ability to work autonomously as well as part of a team
- Good interpersonal skills with proactive, enthusiastic attitude to role
- Good written communication skills
- Good graphic design skills
- Experience in using Adobe Creative Suite - particularly InDesign (advanced daily use level)
- Experience in Microsoft Office Packages

How to Apply

Please email your CV and a covering letter to jobs@haworthtompkins.com marked for the attention of Brian Yeats and insert the position in the subject heading. Haworth Tompkins is an equal opportunities employer. Regrettably due to the expected volume of replies, we can only contact successful applicants.