

## **COMMUNICATIONS + CLIENT RELATIONS MANAGER**

MGA is a young, award-winning architecture and interior design firm with an extensive international portfolio and a reputation for industry-leading innovation. From our offices in Gastown, our exceptionally talented, passionate team works on projects here at home and around the world - from major work with Silicon Valley Giants and a new College of Forestry at Oregon State University, to kindergartens in Tajikistan, game-changing office buildings in Minneapolis, and tall wood buildings in Paris.

We're seeking a Communications and Client Relations manager to steward the firm's business development and communications efforts, and support the firm's continued growth. Reporting to the Principal, this is a broad role in an entrepreneurial environment that requires strong writing skills, a high degree of organization and the ability to juggle multiple tasks and priorities on a daily basis.

### **A FEW THINGS ABOUT OUR WORK ENVIRONMENT:**

- Our work is about more than architecture. We are passionate about environmental and social sustainability and how design can improve the quality of people's lives.
- We are an open studio environment with a social and collaborative team. We offer a competitive benefits package and unique perks that align with our values.
- We're not just co-workers, we're also really great friends. We achieve amazing things by working together and have a lot of fun when we do.
- We strive to create balance – we work hard, but we love our social beer Fridays and staff adventures. (We also get Friday afternoons off all summer!)

The Communications + Client Relations Manager is responsible for:

### **BUSINESS DEVELOPMENT**

- Act as the first point of contact for new business inquiries, including phone calls, emails and introductory meetings
- Attend new business meetings with the Principal and potential clients and coordinate follow up
- Manage inbound leads and manage the master tracking system
- Develop outreach strategies with the Principal as needed
- Monitor RFP.ca and BC Bid Etc.
- Coordinate preparation of responses to competitive RFPs with support from Principal, associates and Marketing Manager
- Support the finance manager in writing new contracts and fee proposals

### **PRINCIPAL SUPPORT**

- Work closely with the Executive Assistant to coordinate the Principal's travel and meeting schedule, including client and new business meetings, international lecture engagements.
- Co-Manage the Principal's international lecture commitments, including: evaluating incoming requests, working with lecture clients on terms of agreement, writing contracts, developing lecture briefs, preparing first drafts of lecture presentations, and assisting coordinating travel arrangements with Executive Assistant.
- Complete research to support lecture engagements, new business and other special projects as required.
- Provide communications support as needed for DBR – MGA's non-profit design-build and research institute – under the direction of the Principal and DBR executive director.

### **PR & MEDIA RELATIONS & MARKETING ASSISTANCE**

- Contributing to award submissions, social media and website announcements as well as special projects as needed

**REQUIRED SKILLS:**

- A Bachelor's degree or equivalent combination of education experience
- Prior experience in a communications role with 3-4 years of experience
- Knowledge of the architecture, design or real estate industries is considered an asset
- Excellent written and verbal communication skills
- Ability to exercise good judgement, show initiative and be proactive
- Self-motivated with excellent time management skills

**SUBMISSION PROCESS:**

Please submit the following information in a single PDF to [jobs@mg-architecture.ca](mailto:jobs@mg-architecture.ca)

- Brief cover letter or email with a minimum of the following:
  - Indicate the position and post you are responding to
  - Personal interest in this job posting (150 words maximum)
- Resume (2 pages maximum)

**OTHER IMPORTANT THINGS TO KNOW:**

- Following the instructions above is the first part of our selection process.
- MGA is a dog and cat friendly environment. Our office dog and cat come to work every day, so please be aware that they are part of our existing and continuing team if you have allergies.