



BUSINESS DEVELOPMENT SPECIALIST

Are you excited about telling the stories of architecture? OFFICEUNTITLED (OU) is hiring a Business Development Specialist to join our innovative team in Culver City. Working alongside firm leadership and project teams, you'll play a crucial role in advancing OU's mission and promoting our work. This position, as part of the Marketing Team, offers substantial opportunities for professional growth in a fast-growing and ambitious creative environment. The role will be shaped by the candidate's experience.

Job Description:

Qualified candidates must be organized and want to strive for high-quality performance on tasks of all levels. This position fits a person who thrives in a fast-paced, multi-tasking environment and someone who values attention to detail and can be agile in their environment.

Responsibilities Include:

- Contribute to market strategy development, providing insight and identifying competitive advantages (through research, interpretation, market trends, and client insight)
- Identify initiatives to support the creation of new business
- Proactively initiate, build, and maintain relationships with new and existing clients and consultants
- Together with OU leadership, plan meetings with potential clients, lead the follow-up, and internally assess and develop recommendations for new potential projects
- Represent OU at select events and conferences
- Organize and maintain weekly Business Development meetings
- Maintain and become a subject-matter-expert in CRM and project databases on new projects and potential projects
- Lead the marketing pursuits of simultaneous projects from start to finish, including:
 - Vet, coordinate, and produce PQQ/RFP/RFQ/RFI submittals
 - Graphic and written content, interview presentations, pitch decks, and general business development materials
 - Present strategic ideas that distinguish the firm's point of view

OFFICEUNTITLED

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Our Ideal Candidate:

Enjoys developing visual designs and persuasive graphics

Has a proactive approach and is self-disciplined and enthusiastic

Possesses the ability to multi-task, prioritize, and work independently as well as in team environments, often under tight deadlines

- Can support multiple simultaneous pursuits with limited oversight and produce content independently

Prerequisites:

- Proficiency in MS Office & Adobe Creative Suite, particularly InDesign, with strong graphic skills
- Experience with Open Asset and Zoho CRM is preferred

Education

Bachelor's degree in marketing, communications, graphics design, or a related field, or equivalent professional experience.

Experience

Minimum three (3) years of experience, preferably in an architecture, construction, engineering, or creative office environment.

Pay range and compensation package: Competitive compensation package with salary ranging from \$60k- \$105k, with salary based on years of experience and skill set. A generous paid vacation, sick leave, and eight (8) paid holidays. Health Insurance, dental and vision plans, 401k plans (non-matching), student loans, and tuition reimbursement.

Qualified candidates should submit a cover letter, resume, and graphic samples in PDF format to work@OFFICEUNTITLED.com

Equal Opportunity Statement: OFFICEUNTITLED is an equal opportunity employer.

OFFICEUNTITLED (OU) is a dynamic, diverse practice of architects, designers, and strategists collaborating seamlessly across offices in Los Angeles and New York with team members across the globe. Propelled by an uninhibited ethos that combines ambitious design with deep professional experience, the practice consistently delivers thoughtful yet unexpected design solutions.

Guided by the collective expertise of its Founders and talented senior design leadership, the practice boasts a diverse portfolio spanning architecture, interiors, master planning, and strategic consulting initiatives. As leadership, they are committed to fostering and expanding their dedicated and supremely talented team to drive the OU into the future.

