

## MARKETING MANAGER

At Hartman Design Group, design is personal. Buildings do far more than provide shelter – they provide context for living and touch lives. From our hearts to yours, we invite you to walk in and experience the spaces we create. We're committed to offering everyone opportunities to learn, experiment, and grow. If you are motivated by challenge, passion, and meaning, then you'll love working here.

**Hartman Design Group is looking for a creative self-starting Marketing Manager with a passion for Interior Design to join our team in Rockville Town Square, Rockville, MD.** The ideal candidate has 5+ years of professional experience and possesses strong business aptitude and high initiative. If you are creative, energetic, and have a strong eye for design, we want to hear from you!

### Responsibilities:

- Work closely with CEO and executive staff to develop marketing and business development strategies
- Assist with the production of RFPs, proposals, presentations, marketing collateral
- Track, organize, and maintain leads in CRM platform
- Spearhead and manage industry award submissions
- Manage and coordinate internal and external events
- Create content and graphics for newsletters, social media, outreach, etc.
- Maintain company website in WordPress
- Direct property photoshoots for projects in-progress and built projects
- Attend real estate and networking events

### Requirements:

- **Applicants must submit a resume and portfolio to be considered for this position**
- Bachelor's degree in Marketing, Communications, Business Administration, or related field
- At least 5 years of marketing experience (*preferably in the Interior Design, Architecture, Real Estate, or Construction industry*)
- Demonstrate exceptional communication skills (written and verbal)
- Proactive, self-starter who can work well both independently and as part of a team
- Strong organizational and analytical skills
- Strong graphic design capabilities
- Excellent follow-up and execution skills; exhibit high accuracy
- **TECHNICAL SKILLS:** Adobe Creative Suite (InDesign, Photoshop, Illustrator), WordPress, Microsoft Office, social media, Constant Contact, Canva).

### To Apply:

Please send your resume and portfolio (include graphic and writing samples) to [careers@hartmandesigngroup.com](mailto:careers@hartmandesigngroup.com). **Applications without a portfolio will not be considered.**