

## **Job Description MARKETING PROJECT MANAGER**

**REPORTS TO:** Director of Marketing

**BASED AT:** Barnabas Foundation, Crete, IL

**PURPOSE:** The Marketing Project Manager supports the success of Barnabas Foundation's marketing efforts by overseeing creative projects from beginning to end, and by writing and editing copy for various marketing materials.

### **KEY RESPONSIBILITIES**

1. Coordinate the creative efforts and resources of Barnabas Foundation staff, outside vendors and independent contractors for the flawless execution of marketing projects.
2. Develop and oversee a detailed project management system for planning, organizing, approving and producing all marketing projects, so that they meet their intended objectives and are delivered on time and within budget.
3. Support the development of marketing materials by writing and editing copy, such as for websites, newsletters, brochures, multimedia presentations, informational packets, etc.
4. Help manage logistics of marketing, training and networking events (such as webinars, conferences, exhibitions, etc.) in cooperation with member relations team and/or Church Communications Director.
5. Support the overall growth and success of Barnabas Foundation's marketing and communication efforts as a collaborative member of the marketing team
6. Special projects, general marketing team support and/or other duties, as assigned.

### **QUALIFICATIONS**

The qualifications of the successful candidate for this position include:

1. Friendly, creative and determined problem solver who is skilled at getting the best out of the people they influence and the projects they oversee.
2. Experienced writer with demonstrated excellence in technical, creative and persuasive writing.
3. Outstanding interpersonal communication skills.

4. Extraordinary organizational skills and attention to detail.
5. Demonstrated ability to meet deadlines while juggling multiple projects and tasks.
6. Team player who values creative collaboration.
7. 3-plus years on a marketing team and/or in a creative, deadline-driven setting.
8. Bachelor's degree in English, communication, business or marketing
9. A passion for helping Christians recognize God's ownership of everything and the importance of handling what is entrusted to them in a manner that honors God.

#### **REPORTING AND WORKING RELATIONSHIPS**

1. The Marketing Project Manager will be a member of Barnabas Foundation's marketing team, reporting to the Director of Marketing.
2. The Marketing Project Manager will interface regularly with other members of the Barnabas Foundation staff, as well as outside vendors and independent contractors.