

## Job Description

### MARKETING PROJECT MANAGER

**REPORTS TO:** Director of Marketing

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

**SCHEDULE:** Full-time, 40 hours between the hours of 7 a.m.-5:30 p.m.

**OVERVIEW:** The successful Marketing Project Manager is an organized, detail-oriented and driven individual who oversees the planning and execution of marketing projects. He or she is an innovative problem solver who thrives in a creative, fast-paced, deadline-driven environment. He or she would find joy and fulfillment contributing their talents toward ministry in a Christian nonprofit as part of a collaborative marketing team.

**PURPOSE:** The Marketing Project Manager supports the success of Barnabas Foundation's marketing efforts by managing project logistics from beginning to end and providing general administrative assistance.

### KEY RESPONSIBILITIES

- Oversee a detailed project management system (Asana) for planning, organizing, and producing all marketing projects.
- Oversee the routing process for quality control, ensuring all projects have been proofread, reviewed and approved by the appropriate parties.
- Schedule and participate in project planning meetings, making sure to clarify and document important project details such as audience, purpose, budget, decision makers and deadlines.
- Serve as the liaison between project stakeholders, the creative team, the creative director and the director of marketing.
- Coordinate with outside vendors (independent contractors, print shops, mail houses, online vendors etc.) for the production of marketing materials.
- Manage the electronic and physical library of current marketing materials so they are easily accessible to the appropriate Barnabas Foundation staff.
- Serve as day-to-day manager of the marketing budget: purchase items on behalf of the department, track expenses, process invoices, manage subscriptions, etc.
- Manage the sending of emails from MailChimp, including securing and importing the appropriate distribution lists.
- Provide general administrative support to the marketing team.
- Support the overall growth and success of Barnabas Foundation's marketing and communication efforts as a collaborative member of the marketing team.
- Other duties, as assigned.

## QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. Extraordinary organizational skills and attention to detail.
3. Demonstrated ability to meet deadlines while juggling multiple projects and tasks.
4. Friendly, innovative and determined problem solver who is skilled at getting the best out of the people they influence and the projects they oversee.
5. Outstanding interpersonal communication skills.
6. Thrives in a creative, fast-pace, deadline-driven setting.
7. 3-plus years' experience as an executive assistant, project manager or similar role.
8. Proficient in Microsoft Word. Basic knowledge of Microsoft PowerPoint, Outlook and Excel. Experience with MailChimp, Asana and WordPress helpful, but not required.

**Interested individuals should send their cover letter and resumé to:  
[jobs@BarnabasFoundation.org](mailto:jobs@BarnabasFoundation.org)**