

Job Title: Marketing Project Manager

Job Summary: The Solomon Foundation is looking for a highly organized Marketing Project Manager with strong discernment and tenacity. In this role, you'll coordinate and implement marketing strategies, support the planning of trade shows, events, and conferences and ensure consistent messaging across platforms. The ideal candidate will turn creative ideas into actionable tasks, meet deadlines, and support the team throughout the process while maintaining consistent themes, messaging, and branding. The work of the Project Manager will directly align with our mission to support growing churches and ministries.

Exempt/Non-Exempt: Exempt

FT/PT: Full-time in office

Salary: \$68k - \$72k

Reports to: VP of Marketing

Supervisory Responsibility: None

Duties/Responsibilities:

- **Project Development and Management:** Oversee the planning, execution, and delivery of marketing projects, including digital campaigns, print materials, events, and more. Evaluate ideas, provide insightful feedback, and ensure that initiatives are aligned with The Solomon Foundation's goals.
- **Relentless Execution:** Create and manage detailed schedules and timelines that drive projects to completion. Ensure that all goals are accomplished, deadlines are met, and nothing falls through the cracks.
- **Collaboration:** Work closely with the marketing team, other internal departments, and external vendors to coordinate efforts and ensure cohesive branding and messaging.
- **Daily Check-ins:** Initiate daily check-ins to maintain organization and momentum. Keep a consistent pulse on the marketing calendar, details, and project status, ensuring nothing is overlooked.
- **Clear Communication:** Communicate updates, successes, and team wins effectively. Your discernment will help you deliver the right messages to the right people at the right time.
- **Team Support:** Anticipate internal and external needs for projects and communicate priorities clearly. Use your discernment to foresee challenges and your tenacity to navigate them.



855.873.5873



303.927.6214

16995 Pine Lane
Parker, Colorado 80134

- **Event & Trade Show Support:** Apply your tenacity in planning and executing trade shows, events, and conferences, ensuring our presence is impactful and effective.
- **Media & Vendor Liaison:** Maintain strong relationships with media, vendors, and internal teams. Your discernment will guide these relationships, ensuring they are mutually beneficial and aligned with our goals.

Qualifications:

- 3 – 5 years of experience in marketing project management or a similar role.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Proficiency in project management software (e.g., Hive, Hubspot, Asana, etc).
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Familiarity with digital marketing tools and social media platforms.
- Must be willing to travel occasionally to attend events, with minimal travel requirements.

Preferred Qualifications:

- Proficiency in using email marketing platforms like HubSpot, Constant Contact, or Mailchimp for designing and sending out professional email campaigns.
- Experience working within a faith-based organization or non-profit sector.
- Experience in event planning and execution.
- Understanding of the StoryBrand framework created by Donald Miller.

Spiritual: The ideal candidate should possess a clear understanding of the Restoration Movement (RMM) and demonstrate agreement with its principles. They should be an active member of a Christian Church that is part of the RMM. Additionally, their outside activities must reflect the highest ethical standards, aligning with and supporting the organization’s goals and values. The candidate should treat people with respect, uphold commitments, inspire trust, and consistently work with integrity and ethical principles.

Physical Requirements: This role requires the ability to sit or stand in the same area for extended periods, often working on a computer and answering both cell and office phones. The position involves tasks like typing at a speed of 35 words per minute or more, as well as reaching, bending, and occasionally walking on uneven surfaces during site visits. Some travel may be necessary. Additionally, the role includes responsibilities such as booth and stage assembly for events, and the ability to lift approximately 15 pounds is required.

****Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities, but is merely the most accurate lists for the current job. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.**

