



## JOB DESCRIPTION

### Position: Marketing Project Manager

#### ***SCOPE***

Plan, manage and execute projects related to all IGLNA and L1M marketing campaigns. Identify all the tasks that need to be completed within a marketing campaign, and then strategically delegates those tasks to the appropriate team members. This position reports to the President.

#### ***KEY RESPONSIBILITIES***

- Work with the President to create marketing strategy and map out the tasks required to implement that vision.
- Identify key global missions minded conferences and manage IGL's involvement
- Create and manage content calendar to ensure this content gets completed in a timely manner.
- Manage the production process (conceptualization, writing, editing, design, printing, distribution) for all publications
- Support the production of promotional videos
- Ensure all materials and communications adhere to brand management guidelines and the organization's messaging
- Create project budgets and timelines
- Develop and maintain external vendor relationships
- Liaise with marketing agency engaged by IGL

Other duties as assigned by the President

#### ***QUALIFICATIONS***

- Strong organizational, prioritization and problem solving skills
- Ability to analyze timelines and budgets efficiently and effectively
- Strong understanding of project management theories and the understanding necessary to put those theories into action.
- Bachelor's degree in Business or Management, with a concentration in Marketing.