



15279 Alton Parkway, Suite 300

Irvine, CA 92618

freewheelchairmission.org

Job Title: Marketing Manager

Reports To: Director of Marketing

Location: Free Wheelchair Mission, Irvine CA

Status: Full-Time Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to provide the transforming gift of mobility to people with a disability living in developing nations as motivated by Jesus Christ.

Job Summary:

The Marketing Manager will be a successful and enthusiastic professional that will manage events and campaigns from conception through to completion. The ideal candidate will be an experienced, take-charge professional with the ability to manage administration and logistics of numerous marketing projects, including virtual and in-person events, along with digital and direct mail marketing campaigns. S/He will have a passion for, and experience with event management, digital marketing, and project management; someone who provides outstanding customer service, is an enthusiastic professional, who is relational, comfortable speaking with the public, and is able to build relationships with internal and external customers. Must be able to use discretionary judgement, negotiate with vendors, manage budgets, anticipate project needs, discern work priorities, work independently to meet deadlines, feel comfortable leading meetings, and be willing to work occasional evenings and weekends.

Responsibilities:

- As part of marketing team, manage, collaborate, promote, and publicize virtual and in-person events.
- Manage timetables and deliverables for events and digital and offline marketing campaigns.
- Manage project schedules, task assignments, and marketing calendars.
- Build productive business relationships – interact with internal departments, vendors, volunteer event fundraisers to identify needs and to ensure event success.
- Negotiate with vendors on event and campaign-related matters; make decisions such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Manage and arrange food & beverage, order supplies, equipment and signage, and ensure appropriate décor to meet quality and brand expectations.
- Assist with management on-site production and clean up for events as necessary.
- Use discretionary judgement to handle any arising issues and troubleshoot any emerging problems on event day.
- Conduct pre-and-post-event and campaign evaluations and report on outcomes.
- Provide feedback and periodic reports to stakeholders.
- Propose new ideas to improve events and campaigns.
- Act as the bridge between internal and external clients and the Marketing team.
- Available to manage occasional weekend events and travel locally, regionally, and nationally for event management purposes.
- Other duties and tasks assigned by direct supervisor.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Bachelor's degree required.
- Portfolio of previously managed successful events and marketing campaigns.
- Digital marketing experience and virtual event management preferred.
- Excellent communication skills, both verbally and in writing.
- Experience in assisting with negotiations for space contracts and booking event space.
- Excellent time management, communication and trouble-shooting skills, and project management experience.
- High attention to details and excellent organization skills.
- Ability to manage multiple projects independently and simultaneously; ability to handle high-stress environments.
- Very comfortable working in tools like Classy, event/campaign management software, WordPress, and CRM systems like Salesforce.
- Proficient using the Web to conduct research, event administration, and procurement as well as MS Office proficiency.
- Comfortable with Adobe Creative Suite.
- Prior experience with Smartsheet or other project management tools and versed in Social Media are a plus.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

Compensation:

Salary dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience regarding the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with **Marketing Manager** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.