

**POSITION TITLE****Marketing Communications Manager****DEPARTMENT**

Business Development/TBD

**COMPENSATION PLAN**

\$50K - \$75K OTE (Salary + Bonus)

**POSITION SUMMARY**

FiberFirst is looking for a Marketing Communications Manager (MCM) who will serve a critical role in the smooth-running of the organization. The MCM should have a solid understanding of marketing strategy and tactics and be able to effectively communicate with people at all levels and roles within and outside the company. The MCM should be adept at organization, written and verbal communication, and have strong report/presentation writing skills. The MCM will report to (title). The MCM does not have direct reports. The MCM is a full-time position worked from an office in (city).

**KEY JOB RESPONSIBILITIES/DUTIES**

- Acts as a point of contact between Marketing and partner teams in a target area (local sales teams, HQ and Marketing Agency)
- Manages the organization of strategic initiatives/projects spanning functions and departments, specific to leading Marketing's efforts in Procurement and working with the various arms of Legal
- Maintains and instigates workflows and practices to ensure alignment within Marketing across different geographies and functions
- Manages integration of key Marketing business processes, such as Annual Planning
- Coordinates with functional leads on hiring, training/onboarding and ongoing people development in relation to the target area
- Works with relevant stakeholders to coordinate ongoing performance measurement and maintain project progress information for reports, presentations and events
- May be responsible for planning and organizing team-wide summits and meetings, strategy sessions, and events
- The role will include a mix of strategic and operational projects and tasks
- Assist with additional tasks and projects as needed

**DESIRED MINIMUM QUALIFICATIONS:**

- 3+ years of marketing experience
- 3+ years of experience working in a technology or retail sales environment
- Bachelor's degree, preferably in field with a quantitative emphasis
- Naturally collaborative, must possess exceptional interpersonal and communication skills (both written and verbal) with a demonstrated ability to work with all levels of leadership
- Ability to handle a variety of assignments at one time, determine priorities and complete assignments accurately and on time
- Ability to work with numbers and complete analytical tasks
- Ability to complete time-sensitive tasks in a busy, fast-paced environment
- Self-starter with strong initiative and ability to work independently
- Highly organized with excellent time-management skills
- Strong attention to detail and accuracy
- A passion for technology is an advantage in this role

**TOOLS AND EQUIPMENT USED:**

- Computer, including word-processing (Microsoft Office and PowerPoint), database and spreadsheet programs, calculator, telephone, copy and fax machine.
- Reliable transportation required



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**PHYSICAL DEMANDS:**

- The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of his/her job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk and use all upper extremities in the operation of objects, tools, or controls.
- The employee must occasionally lift and or move up to 25lbs. Specific vision abilities required by the job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is moderate.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interviews, reference check and job-related evaluations may be required.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to the position.

The job description does not constitute an employee agreement between the employer and employee and is subject to change by the employer as the needs of the business and requirements of the job change.