



## **Arrupe Jesuit High School**

**Job Title:** Marketing Manager

**Designation:** Non-Faculty

**Reports to:** Director of Marketing

**Exemption Status:** Exempt

### **About Arrupe Jesuit:**

Arrupe Jesuit High School is a Catholic, college preparatory school offering students with limited economic resources a premier educational experience through rigorous academics, formation in faith and discernment, and a unique work study program – fostering community, opportunity leadership, and personal growth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

### **Position:**

Working with the Director of Marketing, the Marketing Manager is responsible for the project management of the various marketing activities across Arrupe Jesuit High School. This includes, but is not limited to, philanthropic efforts, Corporate Work Study awareness, admissions recruitment, social media, college counseling partnerships, student life happenings and more. As a team member within the school's Marketing Department, this position is responsible for managing and coordinating various projects and the relevant logistics within our organization. This position will ensure smooth and successful communication, coordination and management of marketing activities which range in size and complexity.

### **Primary Responsibilities:**

#### **Marketing:**

- Solid understanding of marketing principles and strategies
- Write, produce, update and consult on engaging department and school-wide collateral, including print, website, e-newsletters, videos, social media, PR, etc.
- Oversee and support non-contracted design, print and photo vendors in partnership with department leaders
- Familiarity with customer relationship management (CRM) systems and other platforms to manage, track and measure performance
- Actively manage project management software to reach department goals
- Coordinate and manage department meetings in various capacities
- Coordinate and participate in promotional activities for organizational events
- Experience in developing and implementing marketing plans and campaigns to drive organizational awareness.
- Proficiency in utilizing various marketing channels, such as social media, email marketing, online advertising, and content marketing, to promote the organization effectively
- Understanding of branding and brand consistency to ensure event marketing materials align with the organization's brand guidelines and messaging

**Minimum Qualifications:**

- Bachelor's Degree or Associate's Degree with equivalent experience
- Three (3) years of experience with Adobe Creative Suite and Google Suite
- Strong organizational and time management skill, with the ability to handle multiple tasks and prioritize effectively
- Strong problem-solving abilities and a proactive approach to resolving issues during event operations
- Excellent communication and interpersonal skills, with the ability to interact professionally with internal and external stakeholders

**Preferred Qualifications:**

- Proven experience as a Marketing Manager or similar role, including hands-on design experience
- Ability to effectively manage high-level projects and timelines
- Strong ability to build and maintain relationships with internal and external community stakeholders
- Self-motivated and able to thrive in a team-focused environment
- Ability to collaborate and problem solve with colleagues
- Sensitivity to and respect for the socioeconomic, racial and religious backgrounds of the student body
- Ability to create compelling marketing collateral, including brochures, flyers, banners, and digital assets, to support marketing efforts
- Strong commitment to the Jesuit Catholic mission of the school and the values of the Corporate Work Study Program

**Working Conditions:**

While performing the duties of this job, the employee is regularly required to talk and hear. Must be able to remain in a stationary position for 50-75% of the time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Working conditions include being in a shared workspace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will be asked to work occasional nights and weekends.

**Compensation:**

- Position is full-time, year-round with occasional night and weekend work
- Salary is commensurate with experience, with a target range of \$65,000 - \$75,000
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation and holidays

**Contact:**

Please submit your cover letter and resume to [jobs@arrupemail.org](mailto:jobs@arrupemail.org)