



Job Title: Field Marketing Specialist

Reports to: Marketing Manager

Position Brief:

Do you find yourself naturally starting conversations and connecting with people? Do you consider yourself a life-long learner? Do you love working on a close-knit team? If so, Community Funded is a great place to grow your career!

As part of our expanding Marketing team, we are looking for a highly organized individual to take ownership of providing marketing support to our field representatives for conferences and select communication campaigns.

Responsibilities

- Work with Marketing and Sales teams to coordinate all aspects of event attendance. Tasks include but not limited to:
 - Registering and securing exhibition opportunities
 - Submitting speaking proposals
 - Communicating with event organizers and field representatives to coordinate attendance details
 - Ordering and organizing conference materials
 - Coordinating shipping logistics
 - Supporting 20+ events and 6 salespeople
- Create assets to support field Marketing activities:
 - Pre and post-event communication campaigns
 - Communication campaigns against select market segments
 - Association placement ads (with support from Marketing team)
 - Sales collateral (with support from Marketing team)
- Oversee and report on event and campaign budgets

Qualifications/Experience

- Bachelor's degree in marketing or relevant field
- Ability to work in a fast-paced environment
- Ability to handle multiple projects concurrently
- Extremely organized to consistently meet tight deadlines
- Excellent writing skills
- Collaborative and achievement-oriented personality
- 3+ years of related marketing experience, ideally in event marketing, demand generation, or sales enablement
- Experience with Higher Ed or K-12, Annual Giving Planning, and/or Digital Philanthropy a plus
- Graphic design experience with the Adobe Suite a plus