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## MARKETING OPERATIONS MANAGER

### Position Details

- Reports to: Executive Director of Marketing and Business Development
- Department: Marketing
- Location: Irvine, CA
- Classification: Full-time
- FLSA: Exempt

### Summary

We have one purpose here at CDF Capital – to Help Churches Grow. While not always an easy task to market, the part we love is that we get to do so in a variety of ways. We are looking for someone to come in and take the reigns of our Marketing & Promotions efforts and oversee the day-to-day of our team's activities. While you will be part of the strategic planning process, this role is focused on the execution and oversight of the activities and the operationalizing of what we do, marketing wise.

This is an excellent opportunity for someone with a proven track record in project management and execution in a marketing or sales support related environment, ideally in an organization that does what we do (investments and loans) or serves who we serve (investors and church leaders).

This is not an easy role, but it is a great one. You will be tasked to make sure that we do what we say we are going to do, when we say we are going to. At the end of the day though, you will go home knowing your work is on the forefront of influencing people and churches to grow the Kingdom.

### Essential Functions

- Supervise staff
- Manage all projects for marketing department
- Manage communications calendar
- Manage distribution of marketing across all channels
- Manage creation of marketing and communication materials
- Limited budget management
- Oversee marketing technology and other tools that marketing uses
- First point of contact for other departments for marketing needs
- Other duties as assigned

## Key Qualifications

- A living, vital faith in Jesus Christ
- Bachelor's degree in marketing or Business Administration
- Project management certification preferred; project management background required
- Communication calendar management
- Oversee content creation (design, review, and asset preparation) included outsourced work
- Oversee distribution (email, print, blog, social, SEO)
- Limited budget management specifically for projects, events, and campaigns
- Critical and analytical thinking
- Excellent customer service
- Quality focus
- Extreme attention to detail
- Willing and able to adjust to multiple demands, shifting priorities, and rapid change to reach team objectives
- Up to 25% travel may be required

## General Information

### Benefits

CDF Capital provides a generous benefits package that includes paid time off, health, dental, vision, and a 403(b) retirement program.

### Working Conditions

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The employee must sit for prolonged periods, and stand, walk reach, twist, turn, bend, and stoop in the performance of daily office activities. The employee must be able to grasp, use repetitive hand movements and fine coordination to use a computer keyboard. The position also requires the employee to use near vision in reading correspondence, data and using a computer. Hearing is required when communicating by phone and/or in person. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds is also required.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

# About CDF Capital

Helping Churches Grow Since 1953

We believe that every person is on a spiritual journey of transformation, and the best place for that journey to happen is in God's Church. Church growth, however, is about more than just attendance – it is about discipling spiritually maturing believers, creating a culture of healthy leadership, and exercising sound financial stewardship. When we partner with the Lord and with churches to generate Spiritual, Leadership, and Financial Capital, the results are transformational. We call this Transformational Capital.

To learn more about CDF Capital, please visit [www.cdfcapital.org](http://www.cdfcapital.org).