



Position Title: Marketing Manager

Reports to: Director of Operations

Type of position: Volunteer, unpaid

Role and Responsibilities

- Directs and oversees the organization's marketing policies, objectives, and initiatives.
- Conducts market research and develops marketing plans for specific products, services, or business lines.
- Reviews changes to the marketplace and industry and adjusts marketing plan accordingly.
- Performs a variety of tasks.
- Familiar with a variety of the field's concepts, practices, and procedures.
- A wide degree of creativity and latitude is expected.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Leads and directs the work of others.
- Reports to top executives.
- Be available at least 7 hours per week

Qualifications and Education Requirements

- Bachelor Degree in Marketing or Business-related field preferred, but we will consider an associate degree, if pursuing Bachelor Degree
- Excellent verbal and written skills
- Proficient in Microsoft Office Suite, social media content, and email
- Excellent time management skills
- 1+ year administrative or director experience

Preferred Skills

- Administrative supervision of 5 or more staff members
- Experience interacting with both internal and external customers.

***We will respond to inquiries via our mailbox, hrmymiscarriagematters@gmail.com.**

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