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# Example of Marketing Project Manager Job Description

Our growing company is looking for a marketing project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for marketing project manager

* Participating in strategy sessions with Marketing and Communications leadership and fee-earners as required
* Coordinating and overseeing edits and content updates as required – reviewing with fee-earners, Marketing Managers and/or Marketing Directors, and Research
* Liaising with Marketing Manager to finalize creative pitch and/or proposal for distribution
* Working with Marketing Manager to accurately track project in approved technology, capturing all pertinent material
* Write pitches and/or proposals
* Define roles and responsibilities for creative team members on a project basis
* Facilitate all cross-functional sign-offs
* Develop and drive optimization of high volume production schedule for multi-disciplinary creative team within an AGILE Scrum environment to ensure marketing deliverables meet strategic goals, product specifications, stakeholder requirements, quality standards, are delivered on-schedule and within budget
* Manage a large portfolio of complex projects within tight deadlines
* Coordinate and facilitate project planning meetings and stakeholder meetings

## Qualifications for marketing project manager

* College degree in business, marketing, public relations, communications or related field is preferred
* Five or more years of progressively more responsible project management marketing experience (or the equivalent)
* Experience working in consumer Financial Services direct marketing campaign management a plus
* 3 - 5 years' in marketing and brand management
* Can conform to shifting priorities and has ability to positively deal with ambiguity and change
* A strong desire to work with a Global Brand and enthusiasm!