



Position Title: New Media Project Manager
Where: BBS Akron Office, on-site, full-time
Position Reports To: Vice President

The New Media Project Manager has the primary responsibility to work with the Vice President to:

- Oversee assigned Clients by providing email/web/social strategy for various campaigns, maintain schedules, recommend testing, analyze results, and provide ongoing feedback to Reps and Clients
- Provide copy direction to Copywriters for online campaigns and assist in editing process
- Project manage email/web/social campaigns
- Work with Clients and Reps to develop, execute and analyze online campaigns to acquire new names, new donors and generate net revenue
- Maintain and monitor a project management system to work with our Clients and Strategic Partners to manage web community development, email campaigns, social media and other new media projects for Clients and Prospective Clients
- Develop and maintain relationships with web community development, new media companies and email service providers
- Read, highlight, and write executive summaries of ongoing research from various enewsletters, websites and periodicals related to web community development, email marketing, social network and other new media strategies
- Create and maintain sales presentations on BBS' effectiveness in using new media strategies to acquire, cultivate, reactivate and lift donor values for its clients
- Manage strategy for company website and social networks

Qualifications:

- College degree required; equivalent work experience preferred
- Client relationship skills
- Project management skills
- Strong communication and attention to details and deadlines
- Well-experienced in MS Outlook, Word, Excel, and ability to learn new computer skills quickly
- Working knowledge of Photoshop and Illustrator preferred; graphic design skills a plus

BBS & Associates Purpose:

We strive to glorify and serve God by engaging people's hearts and minds — to extend His Kingdom by advancing a ministry's unique God-given vision.

BBS & Associates Core Values:

- We seek to glorify God together and recognize Him as the Source of all provision.
- We strive to work and act with integrity.
- We strive to carefully steward our God-given abilities in order to serve and empower our clients and each other.
- We work hard and strive to exceed the needs and expectations of our clients.
- We strive to work as a team and treat each other as we would like to be treated.
- We seek to encourage ministries to document authentic results — not only the financial, but also the practical and spiritual.

Send resume to:

Suzanne Ludwick (sludwick@servantheart.com)
p. 330.576.1175
f. 775.320.6257