

Director of Marketing and Operations  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=206703>

Downloaded On: Sep. 30, 2023 3:06am

Posted Mar. 6, 2023, set to expire Dec. 15, 2023

<b>Job Title</b>	Director of Marketing and Operations
<b>Department</b>	Center for Vibrant Schools
<b>Institution</b>	Marian University Indianapolis, Indiana
<b>Date Posted</b>	Mar. 6, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Public Relations/Marketing
<b>Job Website</b>	<a href="https://marian.peopleadmin.com/postings/1983">https://marian.peopleadmin.com/postings/1983</a>

**Apply By Email**

**Job Description**

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Director of Marketing and Operations for the Center for Vibrant Schools, to promote our Catholic Franciscan mission and identity by working closely with the Director of the Center, along with the Center's leadership team.

The Director of Marketing and Operations will work to establish community partnerships and increase brand awareness of the Marian University Center for Vibrant Schools and its programs. This person builds relationships with schools, nonprofits, and other agencies and groups throughout Indiana that will benefit from programs and services provided by the Center for Vibrant Schools. In addition, the Director of Marketing and Operations will manage the Center's budget, internal communications and policies, Center-wide initiatives and programs, and support the Center for Vibrant Schools' staff.

**Essential Duties and Responsibilities:**

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The Director of Marketing and Operations is a leadership position responsible for managing the external and internal culture and branding of the Center for Vibrant Schools. This person will ensure a strong cohesive community exists across the Center's programs and departments.

Specifically, the Director of Marketing and Operations will focus on the following:

- Supervise administrative staff and others as assigned
- Develop, plan, and oversee the execution of Center-wide initiatives and meetings, including the Speakers Bureau, Board of Visitors, and more
- Manage the Center for Vibrant School's budget
- Serve as a point of contact for communications pertaining to the Center-wide initiatives
- Have a strong working knowledge of the Center for Vibrant Schools programs and ongoing projects and initiatives
- Manage long- and short-term projects with the Center
- Help establish, manage, and track the Center's internal goals that align with the university's strategic plan
- Ensure pertinent information is communicated to the Center's staff
- Manage scheduling logistics for the Center for Vibrant Schools director
- Assist in managing the day-to-day operations of the Center for Vibrant Schools
- Develop and execute a strong brand and marketing plan that aligns with the university
- Work with the Center's director, assistant director(s), and director of City Connects Midwest to proactively plan and execute a marketing and communications strategy aligned with the goals of the Center for Vibrant Schools and Marian University
- Manage multiple marketing projects and work with multiple community groups and schools while maintaining excellent attention to detail with follow through;
- Serve as the marketing director for Marian University Preparatory Schools and develop a strong working relationship with MU Prep's head of school and Stride K12
- Manage the Center and MU Prep's social media accounts
- Collaborate with the Marian University Marketing and Communications Department
- Establish working relationships with community partners, principals, school district leaders, school staff and faculty, colleagues, media and donors
- Identify, establish, and maintain ongoing relationships with individuals, groups, and organizations in the community to increase brand awareness of the Center for Vibrant Schools
- Attend recruitment meetings with schools, nonprofits, and community organizations in partnership with the director
- Identify, secure, and participate in community events to promote the services of the Center for Vibrant Schools
- Identify and track requests for representation at community events and coordinate pre- and post



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- event details, staffing, marketing materials, and promotional activities
- Establish partnerships and attend community meetings as a representative of the Center for Vibrant Schools

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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