

Creative Projects Manager + Communications Strategist

The Creative Projects Manager + Communications Strategist (CPM+CS) works closely with team members to explore and exploit opportunities for clients and the agency with a particular focus on identifying and implementing effective communications strategies to grow client and agency influence in key markets.

The ideal team member for this position is someone who can “connect the dots” internally and externally, providing clear and concise communication with team members and clients to support the production of excellent creative end products in rapidly changing environments.

You will work closely on with agency leadership and team members to support the communications needs of the Mississippi State Conference NAACP and Operation Shoestring. In addition, you will lead the strategy, planning, and implementation of for these projects to ensure clients receive high-quality creative products and services delivered on-time and with excellence.

Essential Job Duties

Planning, Analyzing, Evaluating

- Assist with developing workable budgets, work plans, and realistic timetables for client projects and campaigns
- Collaborate with the internal creative teams on the preparation of marketing recommendations, strategies, and actions for clients
- Serve as the liaison between the creative team and specific clients to manage their needs and expectations, as needed and appropriate
- Prepare regular project updates and reports to share with clients and team members, including earned media reports, social media analytics, and monthly project update reports

Team Leading, Managing, Coordinating

- Provide direct support to project lead on all assigned projects
- Support project lead by initiating and following up on all appropriate project meetings both with clients and internal teams
- Assist with maintaining communications with appropriate agency and client personnel to ensure positive workflow
- Assist with monitoring all budget and production activity on assigned projects and communicates the status of each project to the appropriate agency and client personnel to meet project deadlines



- Assist with the planning, coordination, and execution of client events, including press events, fundraisers, meetings, and other activities, as requested

Writing and Managing Print and Digital Content

- Develop ideas and creative concepts for earned and digital media
- Create, update, and manage monthly content and public relations calendars for each client
- Draft, edit, and publish content for social media, newsletters, websites, press releases, print collateral, and other deliverables, as needed
- Monitor social media channels and respond to questions and comments, as needed and appropriate

Job Requirements & Qualifications

- Bachelor's degree in communications, marketing, business administration, or a related field (or related experience)
- Excellent written and verbal skills
- Technical knowledge and understanding of digital and social media platforms, metrics and tracking
- Project management and organization skills
- Proven track record of excellence in account service, customer service or relationship management, or process improvement
- Ability to learn and adapt quickly in a fast-paced environment
- Ability to handle the pressure of meeting tight deadlines
- Self-motivated starter, team player, critical thinker, and effective communicator
- A healthy dose of curiosity
- Account management or project management experience preferred

Compensation commensurate with experience. Interested candidates should submit a resume and cover letter to getcreative@fcgworks.com.

About Fahrenheit Creative Group

We are a minority-owned, full-service marketing communications firm in Jackson, Mississippi. We work closely with our clients to develop and deliver strategic communications plans and powerful, creative designs that support their missions, amplify their work and produce meaningful outcomes.

We take the time to listen and learn, which allows us to assess how our expertise and experience can be leveraged to position our clients for sustained success.