

Creative Projects Manager/Director of Office Operations

This position merges the roles of a project manager and office manager, which means the successful candidate will be organized, detail-oriented, and have excellent communication skills. The creative projects manager “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.

The director of office operations manages the overall daily office operations and supporting the leadership team with aspects of Human Resources, payroll, benefits and 401(k) administration, management of office-related vendors, and more.

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 preparation of marketing recommendations, strategies, and actions for clients
- Define project scope, estimate and write scope of works and technical specifications, work with account team in the creation of project specifications and time plans
- Educate account team and clients and manages their needs and expectations
- Evaluate best team makeup for assigned projects
- Prepare regular project updates and reports to share with clients

Team Leading, Coordinating, Managing

- Monitor all budget and production activity on assigned projects and communicates status of each project to appropriate agency and client personnel in order to meet project deadlines
- Act as the team leader on all assigned projects
- Maintain communications with appropriate agency and client personnel to ensure positive workflow
- Educate clients and manage their needs and expectations
- Champion internal systems for higher productivity
- Drive projects to final stages of completion by keeping the team both on track and highly motivated



Project Management and New Business Development

- Manage assigned projects, involved with client projects from start to finish, and ensure successful project completion against deadlines
- Project quality assurance - testing and review of output, reviewing outputted deliverables against scope
- Initiate and lead all appropriate project meetings
- Manage vendors and talent on assigned
- Manage the production of new business presentations and materials, as assigned
- Manage agency internal projects and assist in preparing materials for creative presentations and meetings
- Works with principal to insure proper billing and invoicing
- Assist with the agency operations management and business development

Job requirements & Qualifications

- Bachelors degree in Marketing, Advertising, Business Administration, or related field
- Excellent written and verbal skills
- Project management and organization skills
- Proven track record of excellence in account service, business development and/or process improvement
- Experience with bookkeeping, human resources, or other office management duties
- 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 fcg@fcgworks.com.

About Fahrenheit Creative Group

We are a minority-owned, full service marketing communications firm with offices in Jackson, Mississippi and Atlanta, Georgia. 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.