

Community Engagement and Marketing Manager  
Suzuki Association of the Americas

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The Suzuki Association of the Americas is at an exciting point in its 50-year history. An international organization encompassing North, Central, and South America, our mission is to improve the quality of life in the Americas through Suzuki education. The SAA is a learning community that embraces excellence and nurtures the human spirit. We are seeking new members for our team!

The Community Engagement and Marketing Manager will work closely with the Executive Director, Director of Operations, and staff members to offer a high-quality experience to members of the SAA. The Community Engagement and Marketing Manager is responsible for the recruitment and retention of members as well as events and products related to our members' experience. This includes the production of all communications, such as our web presence, newsletter, social media, and the *American Suzuki Journal* as well as events connected to member experiences such as our conferences, retreats, and online events. This position centers the voices of our members. Passion for music education and experience in sales, events, and marketing will allow candidates to thrive in this role.

Summary of Position

Full-Time; Salaried (40 hours/week); Exempt; Benefits

Salary Range: \$40,000-\$50,000

Start Date: August 2023

Schedule: Remote; Monday-Friday, some weekday and weekend evenings as needed

Travel: Occasional travel required; Offices based in Boulder, CO

Reports to: Executive Director

Works Closely With: Director of Operations, Learning Manager, Membership Associate, and Journal Editor

Position Responsibilities

- Acquiring new members, prospects, and referrals, and developing strategies in conjunction with the Executive Director to reach established membership recruitment and retention goals.
- In collaboration with the Membership Associate, answer SAA member requests via email and phone, ensuring an excellent experience for members of the SAA.
- Planning and execution of large- and small-scale events in-person and online, including member meetings, conferences, retreats, webinars, and donor events in collaboration with the Membership Associate
- Manage and implement all large-scale communications with members, including a monthly newsletter, web and event communications, and social media.
- In collaboration with the Director of Operations, recruit new Advertisers, and support Premier Business members' experience.
- In collaboration with the Editor of the Suzuki Journal, support the content, publication, and distribution of the quarterly *American Suzuki Journal*.
- Other duties as assigned.

## Qualifications

### *Essential*

- Commitment to the philosophy of Suzuki education
- Customer service and sales or development experience
- Experience with design software such as Canva, Adobe, Photoshop/Illustrator/InDesign, etc.
- Experience with marketing campaigns, sales campaigns, and/or fundraising campaigns
- Experience with marketing communications via email, social media, and other publications
- Experience hosting small and large-scale events.
- Excellent interpersonal skills and ability to foster new and pre-existing relationships.
- Highly organized, detail-oriented, and prioritizes tasks effectively while working independently.
- Highly motivated and can work independently as well as collaboratively.
- Proficient in Microsoft Office, Google Suite, email, and project management software
- Must be authorized to work in the US, as the SAA is unable to sponsor or take over sponsorship of an employment visa at this time.

### *Preferred*

- Fluency in a second language, particularly Spanish, Portuguese, or French highly preferred
- Experience with another membership association or customer service driven role
- Experience with WordPress, MailChimp, or other mass communication software
- Experience with project management software, such as Monday.com
- Experience in event planning
- Experience with QuickBooks
- Experience with Suzuki Method or another music education

### How to Apply:

Please prepare a resume and cover letter. You can submit application materials through our Job Application Form [at this link](#). Have any questions? Write to us at [jobs@suzukiassociation.org](mailto:jobs@suzukiassociation.org).

*The Suzuki Association of the Americas is committed to recruiting and fostering an environment for staff that is diverse and inclusive. The SAA does not discriminate on the basis of race, age, ethnicity, national origin, religion, sexual orientation, gender, or gender expression.*