

Marketing & Event 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 Marketing & Event 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. They are 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 (35 hours/week); Exempt; Benefits

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

Start Date: March 2024

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

- Develop and implement organization-wide marketing strategies, social media, and brand to reach established membership recruitment and retention goals, recruit new members, and support educational programming and fundraising
- Collaborate with the Director of Operations to recruit new Advertisers and support our Premier Business Member experience
- Manage all large-scale communications with members, including monthly and weekly e-blasts
- In collaboration with the Editor of the Suzuki Journal, support the content, publication, and distribution of the quarterly *American Suzuki Journal*
- Create digital & printed marketing materials, including brochures, annual reports, engagement assets, web and email graphics, social assets, etc.
- In collaboration with the Executive Director, support fundraising campaigns
- Plan and execute large- and small-scale events in-person and online, including member meetings, conferences, retreats, webinars, and donor events
- Collaborate with partners and SAA committees in the SAA to plan and execute events
- Other duties as assigned

### *Qualifications*

- Strong written and verbal communications skills
- At least 2-5 years hands-on experience in the field with proven success working in a fast-paced environment
- Experience with design software such as Adobe, Photoshop, Illustrator, InDesign
- Excellent interpersonal skills and ability to foster new and pre-existing relationships.
- Proficient in Microsoft Office, Google Suite, email, and project management software
- Highly organized, detail-oriented, and prioritizes tasks effectively while working independently.
- Highly motivated and can work independently as well as collaboratively.
- 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*

- Bachelor's degree in Communications, Marketing, Advertising, Graphic Design or significant experience in the field
- Fluency in a second language, particularly Spanish, Portuguese, or French highly preferred
- Experience in event planning
- Experience with QuickBooks
- Experience with Suzuki Method or 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.*